



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
AGENDA
Saturday, March 7, 2020
9 AM, Assateague Room, Community Center

Call to Order – Doug Parks, President

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes

February 5, 2020 – Regular Meeting

February 18, 2020 – Special Meeting

President's Remarks – Doug Parks, President

Announcement of Email Votes/Motions – Colette Horn

GM Report – John Viola

Treasurer's Report- Larry Perrone

Public Comments

Capital Purchases Requests –
Public Works – 2020-2021 Bulkheads

CPI Violations-
55 Grand Port Rd.
92 White Sail Circle
19 Deerfield Court

Unfinished Business –
Motion - Acceptance of the Architectural Review Committee Revised Guidelines –
Steve Tuttle

New Business –
Motion - The Board hereby approves the proposed single source contract through
the MD Department of Environment not to exceed \$19,000. – Doug Parks
First Reading – Resolution M-01 – Frank Daly
First Reading – Resolution C-11 – Frank Daly
First Reading – Resolution F-03 – Doug Parks
First Reading – Resolution C-01 – Colette Horn

Motion – To Adjourn to closed session for the purpose of discussion of matters pertaining to employees and personnel specifically related to potential amendment to the General Manager's contract, as permitted by the MD Homeowner's Association Act, Section 11B-111(4)(i). - Colette Horn

Appointments –

Susan Holt – 1st Term – ARC (alternate)
Larry Malone – 3rd Term – ARC
Olga Novy – 2nd Term – Golf
Ronald Porcelli – 1st Term – R&P
Martha Aurthur – 1st Term – R&P
Helen Johnson – 1st Term – Strategic Planning
Patricia Benner – 1st Term – E&NA

Adjournment to Closed Session



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
Wednesday, February 5, 2020
5:00 PM Assateague Room, Community Center

PRESENT: Doug Parks, Steve Tuttle, Colette Horn, Larry Perrone, Frank Daly and Tom Janasek. Camilla Rogers was absent.

ALSO PRESENT: John Viola, General Manager, 1 member of the press and approximately 37 Association members.

Call to Order – Doug Parks called the meeting to order at 5:00 pm with the Pledge of Allegiance.

Approval of Agenda

Mr. Parks moved to amend the Agenda, Mr. Daly seconded, all in favor. Mr. Parks removed the Motion for the Library use and Mr. Tuttle added an appointment for the Elections Committee. Mr. Daly moved to accept the amended Agenda, Mr. Perrone seconded, all in favor.

Approval of Minutes

January 4, 2019 – Regular Meeting – Mr. Daly moved to accept, Mr. Tuttle seconded, all in favor.

President's Remarks – Doug Parks – Mr. Parks stated the Board will be following up with the County on the short-term rental bill they passed; he congratulated Colby Phillips, Rich Polk from Vista Design and Bob Mitchell from Worcester County on their work on the drainage/grant project.

Announcement of Email Votes/Motions – Colette Horn - (attached)

2020-21 Budget Review – Mr. Parks waived Roberts Rules of Order to allow for public comments. 4 Property owners provided questions and comments.

Drainage Report – Colby Phillips (see attached)

GM Report- John Viola (see attached)

Treasurer's Report- Larry Perrone (see attached)

Public Comments

4 Association member provided comments.

Capital Purchases Requests-

Aquatics – Replace shingles on roof at Sports Core Pool - - Mr. Daly moved to authorize the roof shingle replacement recommendation of \$16,475 from David Dunn Contractors. Mr. Perrone seconded, all in favor.

P/R & Marketing – Golf Clubhouse Audio System - Mr. Daly moved to authorize the equipment purchase of \$32,893.81 from Mid-South Audio. Mr. Perrone seconded, all in favor.

P/R & Marketing – Yacht Club Audio System – Ms. Horn moved to table the request until more details could be forwarded to the Board. Mr. Perrone seconded, all in favor.

CPI Violations-

3 Lord Guy Terrace - Mr. Tuttle moved to accept the recommendation to find the homeowner in continuing violation and forward to our Attorney, Mr. Perrone seconded, all in favor.

84 Sandyhook Rd. - Mr. Daly moved to accept the recommendation to find the homeowner in continuing violation and forward to our Attorney, Ms. Horn seconded, all in favor.

Unfinished Business –

Second Reading – Resolution M-06 – Steve Tuttle – Mr. Daly moved to accept the Second Reading, Ms. Horn seconded, all in favor.

New Business –

Discussion - Process for Earmarking Projects for the New Capital Reserve Fund – Colette Horn – Mr. Perrone will form and lead a work group to bring a recommendation to the Board.

Motion - Move to establish a 6% interest rate for delinquent fees for the fiscal 2020/2021 budget. – Doug Parks – Mr. Daly seconded, all in favor.

Motion – To approve the lease agreement with Pin'eer Craft Club – Larry Perrone – Mr. Daly seconded, all in favor.

Appointments –

John Reeves – 1st Term – Aquatics

Ellen Hench – 1st Term – Aquatics

Kim Meekins – 1st Term – Aquatics

Paul Fohner – 2nd Term – Environment & Natural Assets

John Maziuk – 1st Term - Environment & Natural Assets

Steve Cohen – Chair – Recreation & Parks

Mary Corddry – 1st Term - Recreation & Parks

John Bussard – 1st Term – Recreation & Parks

Kathi Gottesman – 1st Term – Recreation & Parks

Laura Scharle – 1st Term – Recreation & Parks

The above nominations were approved unanimously with the exception of John Bussard. Mr. Bussard is not an OPA property owner.

At 7:30 pm, Mr. Daly moved to adjourn the meeting, Ms. Horn seconded, all in favor.



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' SPECIAL MEETING
Tuesday, February 18, 2020
9:00 AM Assateague Room, Community Center

PRESENT: Doug Parks, Steve Tuttle, Colette Horn, Larry Perrone, Camilla Rogers and Frank Daly. Tom Janasek via conference call.

ALSO PRESENT: John Viola, General Manager, 1 member of the press and approximately 2 Association members.

Call to Order – Doug Parks called the meeting to order at 9:00 am with the Pledge of Allegiance.

Approval of Agenda

Mr. Tuttle moved to accept the agenda, Mr. Daly seconded, all in favor.

President's Remarks – Doug Parks – Mr. Parks gave Kudos to the General Manager, Staff and the Budget & Finance Committee, and thanked them for their efforts and applauded them for getting us a budget that we could work with in a very reasonable and organized way. He added, the process went very, very well this year and hopefully it's used as a standard as we move forward in subsequent years to prepare the budget.

Public Comments

No Association member provided comments.

Motion – To Approve the 2020-21 Budget – Larry Perrone - Be it resolved that the Board of Directors hereby approves the Recommended Budget for Fiscal Year 2020-21, which Budget was modified following presentation to the Membership at the Public Hearing on February 5, 2020, and which Budget reflects Total Revenues of \$12,905,502 and Operating Expenses and Transfers of the same amount, a Basic Annual Assessment of \$986, and Replacement Capital Expenditures of \$718,019 and New Capital Expenditures of \$167,000. – Ms. Horn offered a friendly amendment, change the amount of Total Revenues to \$13,003,302, Mr. Perrone accepted. Mr. Daly seconded, all in favor of the amendment. 6 Directors (Parks, Horn, Perrone, Rogers, Daly and Janasek) voted in favor of the original Motion as Amended, 1 abstained (Tuttle).

At 9:23 am, Mr. Perrone moved to adjourn the meeting, Ms. Horn seconded, all in favor.



OCEAN PINES ASSOCIATION, INC. PROPOSED MOTION

DATE: 2/7/20

TOPIC: Email Vote – Yacht Club Sound System

FOR INCLUSION IN MEETING HELD ON: N/A

SUBMITTED BY: Doug Parks

SECOND BY: _____

Frank Daly

MOTION: Move to conduct electronic vote to authorize requested purchase of sound system for the Yacht Club

PURPOSE AND EFFECT: Motion to vote via email is required per by-laws

BACKGROUND: Unanimous consent required to conduct a vote via email

MOTION OUTCOME: PASSED: FAILED:

DIRECTORS IN FAVOR:	DIRECTORS OPPOSED:	DIRECTORS ABSTAINED:
<i>Janasek</i>		
<i>Horn</i>		
<i>Perrone</i>		
<i>Tuttle</i>		
<i>Rogers</i>		
<i>Daly</i>		
<i>Parks</i>		



OCEAN PINES ASSOCIATION, INC. PROPOSED MOTION

DATE: 2/12/20

TOPIC: Capital Purchase Request for Yacht Club Sound System

FOR INCLUSION IN MEETING HELD ON: N/A

SUBMITTED BY: Doug Parks

SECOND BY: Larry Perrone

MOTION: Move to approve the requested purchase of sound system for the Yacht Club

PURPOSE AND EFFECT: The new system will replace the current system that has been problematic.

BACKGROUND: The system is being recommended by the vendor to address the shortcomings of the existing system. Funding will come from the replacement reserve account.

MOTION OUTCOME: PASSED: FAILED:

DIRECTORS IN FAVOR:	DIRECTORS OPPOSED:	DIRECTORS ABSTAINED:
Parks		
Perrone		
Daly		
Horn		
Tuttle		
Janasell		
Rogers		



**OCEAN PINES ASSOCIATION, INC.
BID REQUEST FORM**

DEPARTMENT Public Relations DATE Jan. 21, 2019 2020
 ITEM DESCRIPTION Yacht Club ballroom audio system
 FOR REPLACEMENT OF (if applicable) Qualifies as replacement
 RESERVE STUDY - PAGE # _____ LINE# _____ BUDGET AMOUNT \$ N/A

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
Mid South Audio	\$17,394.42		Trusted vendor; Recently completed successful installation of new community center audio system; staff recommendation
Shore Home Solutions	\$12,635.86		New bidder; Bid calls for upgrading current speakers in the same location, which goes against work group recommendation; Low bidder
Sound Advice	\$19,742.50		New bidder; Bid lacked the detail of the other two; High bidder

<u>Josh Davis</u> DEPT. HEAD	<u>1/21/20</u> DATE	<u>[Signature]</u> GENERAL MANAGER	<u>2/2/2020</u> DATE
<u>Speed</u> ACCOUNTING	<u>2/3/20</u> DATE	BOARD	DATE

Mid South Audio LLC
 52 Bramhall Street
 Georgetown, DE 19947
 (302) 856-6993



M I D S O U T H A U D I O

Quote

ADDRESS

Ocean Pines Association
 239 Ocean Parkway
 Berlin, MD 21811

QUOTE # 3757

DATE 02/06/2020

EXPIRATION DATE 03/06/2020

QTY	ACTIVITY	RATE	AMOUNT
	Same conditions apply as quote 3747		
	Scope of Work - Installation of new audio system to include (1) networked audio control processor, (2) multi-channel amplifiers, & (1) battery backup in existing AV rack. Installation of (3) networked zone controllers to replace existing zone controllers in restaurant/bar areas. Installation of (1) touchscreen, (4) adjustable column speakers, (2) subwoofers, (2) 2-input wall plates in upstairs room with presets for different room configurations.		
	Client Responsibilities - Providing network connection for remote control of audio system and iPad for control.		
	MAIN COMPONENTS - AV CLOSET		
1	QSC CORE 110f Unified Core with 24 local audio I/O channels, 128x128 network I/O channels, dual LAN ports, POTS and VoIP telephony, 16x16 GPIO, 16 next-generation AEC processors, 1RU		
1	QSC MP-A40V 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4 , 8 , 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status		
1	QSC GX3 2 channels, 300 watts/ch at 8 , 425 watts/ch at 4		
1	QSC SL-QUD-110-P Q-SYS Core 110 UCI Deployment Software License, Perpetual		
1	QSC SL-QSE-110-P Q-SYS Core 110 Scripting Engine Software License, Perpetual		
1	QSC NS-1108P 10-port network switch preconfigured for Q-SYS Audio, Video and Control with 4x PoE+ ports. With advanced QoS and IGMP to also support AES67 and Dante in same VLAN		
1	Middle Atlantic UPS-S1500R Select Series UPS Backup power, 2RU, 1500VA		
	RESTAURANT		
3	Attero Tech Axon C1-W In-Wall Remote Controller 1 Gang White Inserts and Decora Plates		
	UPSTAIRS ROOMS		
4	JBL CBT 100LA-1-WH Straight Line Array Column with 16 x 2" Drivers and Constant Beamwidth Technology. Switchable 40 or 15 vertical coverage, music (flat)/speech switch, 100W multi-tap transformer or 8 ohms, 80 Hz –		

QTY	ACTIVITY	RATE	AMOUNT
	20 kHz, 325W continuous pink noise, 100 cm tall (priced and sold individually).		
2	JBL CONTROL SB-2 Slot-Loaded Vented Bandpass Subwoofer, Stereo, with Dual Voice-Coil 10" Transducer, Trapezoidal Enclosure for easy Corner Placement, 38Hz – 160Hz, 340W Program, 100dB Sensitivity, 8 ohm Stereo Inputs with High-Pass Satellite Outputs.		
2	Mystery Electronics FP-1G-2-B 1 gang, Black, 2ea Neutrik D®		
1	Mystery Electronics TK11 Tech kit, mounting hardware for 4ea XLR		
4	Mystery Electronics XLRF-D 3-pin XLR female, Neutrik® NC3FDL-1		
1	QSC TSC-55w-G2-BK Q-SYS 5.5" PoE Touch Screen Controller for In-Wall Mounting. Includes 1 LAN Port and Aux Power input, available in black only		
1	TOTAL including installation, programming, and delivery	17,394.42	17,394.42

All prices include a 3% cash/check discount

TOTAL

\$17,394.42

Jobs over \$15,000 require a 25% deposit at time of order

Accepted By

Accepted Date

Shore Home Solutions
 29000 Information Ln
 Suite #405
 Easton MD 21601



410-878-2448 or info@shorehomesolutions.com

Ocean Pines Association, Inc
 Josh Davis
 239 Ocean Parkway
 Ocean Pines MD 21811

Estimate # 0001033
 Estimate Date January 5, 2020
Estimate Total (USD) \$12,635.86

Item	Description	Unit Cost	Quantity	Line Total
Origin Acoustics DSP3-700	Origin Acoustics DSP3-700 70V Amplifier with DSP Features: -Number of Channels: 3 Powered Out (L/R/S) -Digital Input: 1 Stereo Coaxial, 1 Stereo Optical -Analog Input/Output: 4 x RCA A/B Unbalanced Max Input 12dBu -Dimensions: 17 x 3 1/2 x 14"(433 x 88 x 357mm) (Without mounts) 19 x 3 1/2 x 14" (482 x 88 x 357mm) (With mounts) -Dynamic Power: 700 Watts RMS / Channel, All Channels Driven into 4 Ohm/ 70 V, 500 Watts RMS/ Channel Driven into 8 Ohm x 3, Dynamic Power (Peak) 1 kW / Channel x 3 -Rack Space: 2U ***This is the new amp that we'd install to power the speakers in the banquet hall. These amps sound much better than the Crown CD11000 amps that are currently driving the existing speakers. Those Crown amps aren't bad, but Origin amps have better sound as well as more power.***	2,399.99	1	2,399.99
Origin Acoustics D105	Origin Acoustics D105 10" 3-Way Director Series In-Ceiling Loud Speaker (each) Features: -Woofer: 10" IMG -Midrange: 4"IMG MMP™ -Tweeter: 3/4" Silk DSPD™ -Power RMS: 50 Watts -Power Peak: 150 Watts -Frequency Response: 28Hz-20KHZ -Impedance : 6 ohm -Diameter: 11 1/4" (286mm) -Cutout Diameter: 10 3/8" (264mm) -Grille Diameter: 11 3/4"(296mm) -Mounting Depth: 6 1/4" (158mm)	1,149.99	4	4,599.96

Item	Description	Unit Cost	Quantity	Line Total
	<p>***These are the 10" 3-way speakers that I'd like to install at each end of the room. I'd install two of these in the wall at the front of the room and two of them in the wall in the back of the room. These speakers sound incredible and will really fill that room with all of the bass and the mid-range frequencies that you are missing right now. If these are just too expensive, we could just install the 8" 2-way speakers in all 20 speaker locations, but it would sound even better if we install these four speakers along with the 2-way speakers as sound reinforcement. With the discount that I'm offering you at the bottom of the quote, you are getting a great deal on these speakers.***</p>			
Origin Acoustics PC80	Origin Acoustics PC80 Enclosed 8" 2-Way In-Ceiling Loud Speaker (pair)	599.99	8	4,799.92
	<p>Features:</p> <ul style="list-style-type: none"> -Woofer: 8" IMPP -Tweeter: 1" Silk -Power Handling: 120 Watts -Frequency Response (- 10dB): 41Hz-20kHz -Frequency Response (- 3dB): 60Hz-20kHz -Nominal Coverage Angle: 100 Degree Conical Coverage -Sensitivity @1m: 92dB -Rated Maximum SPL: 112dB -Impedance : 8 Ohm/70V/100V -Transformer Taps: 70V - 60W, 30W, 15W, 7.5W/ 100V - 60W, 30W, 15W -Diameter: 11 1/4" (286mm) -Cutout Diameter: 10 1/2" (266mm) -Grille Diameter: 11 5/8" (296mm) -Mounting Depth: 9 1/2" (242mm) -Feature: Metal Can, Zinc Plated <p>***These are the rest of the speakers that we'd install. These speakers sound great by themselves, but this room will sound even better if we use the four 10" 3-way speakers featured on the above line item. But, if they're just too expensive, say the word and I'll remove them and add two more pairs of these speakers.***</p>			
Misc. Labor	<p>This installation would include:</p> <ul style="list-style-type: none"> -removing all 20 existing speakers from the bulkhead -cutting out the drywall to allow for the new speakers because they are larger than the existing speakers -installing all 20 new speakers -removing the existing amp from the rack and installing the new one in it's place -calibrating the system to ensure that this new system sounds as 	1,400.00	1	1,400.00

Item	Description	Unit Cost	Quantity	Line Total
	good as possible -testing all of the sources that you have hooked up to the system (music, mics, aux inputs, etc.) -showing you how to easily use the new system This would all only take my technician and I one full day to complete.			
Discount	200 off of the amp	-200.00	1	-200.00
Discount	150 off of each 3-way speaker	-150.00	4	-600.00
Discount	50 off of each 2-way speaker pair	-50.00	8	-400.00
Subtotal				11,999.87
tax 1 6%				635.99
Estimate Total (USD)				\$12,635.86

Terms

At Shore Home Solutions, we are proud to offer something that no one else in this business offers. When you buy a product from us, we personally back up the manufacturer's warranty. So, whether it's warranted for only one year or ten years, if anything happens to a product that we sold to you, you just call us and we will take care of the rest. We will personally come out to your location, repair or replace the bad part, and reinstall it at NO cost to you. Not even for our time!

This quote was prepared by Thomas Butler. All equipment and material prices are guaranteed for 30 days. Please make all checks payable to Shore Home Solutions. As always, we thank you for your business!

Notes

Hi Josh,

I'm sorry I couldn't get this sent over sooner. If you pull the trigger on this system, I'll make sure that we get it installed before the end of January. I actually have some availability in the third week of January.

This quote includes a new amp as well as new speakers for the existing 20 speaker locations. As with the quote for the clubhouse, these Origin Acoustics speakers are completely enclosed speakers which greatly improves the performance vs. a speaker that's open to the ceiling or wall cavity behind it. Along with the 8" 2-way speakers which are the same models from the quote for the clubhouse, I included four 10" 3-way speakers which will add a whole new element to this system. 10" 3-way speakers give you more frequency range and even better sound than the 8" 2-way speakers. I don't think you'd need every speaker in the system to be those speakers, so I was planning to install two of these in each end of the room, with the 8" 2-way speakers in the rest of the locations.

This system would sound so much better than the existing system. You all would be very happy with the sound quality as well as the amount of power that you'd get from this new sound system. I'm including some very substantial discounts to the normal MSRP pricing that I have saved in my system at the bottom of the quote. I already sent you the Origin Acoustics brochure so you could check these products out, but let me know if you need me to resend it.

After you have a chance to check this out, let me know what you think when you have the chance.

Thanks again!

Thomas Butler

Shore Home Solutions

29000 Information Ln

Suite #405

Easton, MD 21601

www.shorehomesolutions.com

4108782448 or 3013990004

To view your estimate online Go to <https://shorehomesolutions.freshbooks.com/view/3JsbYYc7vsTeF2Bd>



SOUND ADVICE

AUDIO SPECIALTIES

Sound Advice Audio Specialties
6425 Freedom Way
Salisbury, Maryland 21801

Phone: 410-572-5623
Fax: 410-572-5623
Email: trusound123@gmail.com
URL: soundadviceaudio.net

Quotation: Ocean Pines Association Yacht Club Banquet Room

TO: Josh Davis

Quotation #:0001
Date: 1/14/20

Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID	Proposed Shipping Date
		Jeff Wharton					

Quantity	Description	Unit Price	Amount
10	Monitor Audio Commercial Series In-Ceiling Speaker		
1	Episode 70v IP Power Amplifier 150x2		
1	Clear One Converge SR 1212 Audio/mic Processor		
2	Shure BLX24R Wireless System w/WL185 Lavalier and SM58 Handheld Binary HDMI		
1	Furman Elite 15i AC Power Conditioner/Surge Protector		
1	Sonos Connect Streaming Music Player		
1	Strong Wall Mount Rack 16U with Equipment Shelves (Est.)		
1	RTI KX3 Touch Panel for Automated Control		
1	RTI ZM 24 Wireless Receiver		
1	RTI XP-6 Advanced Control Processor with I pad License		
	Misc. Speaker and Audio Cables		
	Equipment Total	\$11,972.00	\$11,972.00
	Labor for Installation, Calibration and Training	\$7,770.00	\$7,770.00
	<i>Balance Due</i>		\$19,742.00

Quotation prepared by: Jeff Wharton

This is a quotation on the goods named, subject to the conditions noted below:

50% of the equipment cost in advance before ordering.

Comments: If you should have any questions or wish to make any changes, feel free to call me.

To accept this quotation, sign here and return: _____ Date: _____



**OCEAN PINES ASSOCIATION, INC.
 BID REQUEST FORM**

DEPARTMENT Public Works Bulkheads DATE February 10, 2020
 ITEM DESCRIPTION Bulkhead work for 2020-2021 Fiscal Year
 FOR REPLACEMENT OF (if applicable) Bulkheads
 RESERVE STUDY - PAGE # _____ LINE# _____ BUDGET AMOUNT \$ \$1,405,000 Total Fiscal (exp. included)

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
Fisher Marine	\$355 Linear Foot Total: \$1,182,150.00 <i>3330 LF</i>	\$10,350 under Bulkhead replacement budget.	STAFF RECOMMENDED
McGinty Marine	\$380 Linear Foot Total: \$1,265,400.00	\$72,900 over Bulkhead replacement Budget	
Murtech Marine	\$443 Linear Foot Total: \$1,474,147.00	\$281,647 over Bulkhead replacement Budget	

<i>[Signature]</i> DEPT. HEAD	<i>2/27/2020</i> DATE	<u>APPROVAL</u> <i>[Signature]</i> GENERAL MANAGER	<i>3/2/2020</i> DATE
<i>[Signature]</i> ACCOUNTING	<i>3/2/20</i> DATE	BOARD	DATE



Bid Sheet Dashboard

Project: Bulkhead work for 2020-21 fiscal

Dept: Public Works

Bids Received: 3

Tax Included: _____

S&H Included: YES

Bid Recommendation by Staff: Fisher Marine

Reason for recommendation:

Consistent work & price is the
lowest. If we sign now we can
keep correct price of footage for
next year as he will purchase material
earlier.

Reason for Purchase or Replacement:

Failing Bulkheads / worm damage.



MARINE DIVISION
424 Mill Street
Salisbury, Maryland 21801
Phone 410-766-5335x3001
cdolbey@murtech.us

a veteran owned company

North Pintail and Stacy Park Canal Bulkhead Proposal
2.5.2020

Owner: Ocean Pines Association, Inc
Address: 239 Ocean Parkway
Ocean Pines, MD 21811

Phone 410-641-7717
Email: nviolante@oceanpines.org
Attn: Nobie Violante

We hereby submit pricing for the following:

Labor, Materials and Equipment for the installation of 2,430 LF of bulkhead along North Pintail Dr. and 900 LF of bulkhead along the Stacy Park Canal per Vista Design's Platipus Anchor Ocean Pines Bulkhead drawings:

Sheeting to be 14' ESP 4.1 vinyl sheeting with Everdrain weep drains spaced to the 6' O.C.

10" butt timber piles with a minimum 12' embedment with a 6"x6" double waler setup.

Tie backs to be used are MR1 1"-8G11 Manta Ray Anchors with 1"x15' tie rods.

Bulkhead to be backfilled with granular/sandy fill and the top dressed with topsoil. Final grading to be provided by the OPA.

Lump Sum: \$ 1,474,147.00

PAYMENTS TO BE MADE AS FOLLOWS: Payments to be made based on percentage of project completed by tasks outlined as invoiced monthly. No Retainage to be withheld during or after completion of Murtech's task orders. Final payment due upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Proposals involving the purchase of steel products have a valid price for up to fifteen days; all others are valid for thirty days. Any invoice not paid within the terms of the proposal will be subject to interest of 1.5% per month and any necessary attorney fees.

Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature  Charles H Dolbey

Vice President Dated 02.05.2020

ACCEPTANCE OF PROPOSAL — BY accepting this proposal, a binding contract is

PROPOSAL

Date: 12/9/2019

Fisher Marine Construction, Inc.

7203 Fisher Drive
Chincoteague, VA 23336
757-336-5419
Fax 757-336-3123
fishermarine@yahoo.com
www.fishermarine.wixsite.com/fishermarine

TO: Ocean Pines Association
Atten: Eddie

Contact	Job	Payment Terms
	2020-2021 Bulkhead Replacement	
<p>Fisher Marine Construction will provide ALL material, equipment and labor for the installation of <u>3330</u> linear feet of vinyl bulkhead.</p> <p>The bulkhead will be constructed as per the specifications provided by Vista Design, Inc. and in accordance with all requirements set forth by the attached signed RFP.</p> <p>Materials:</p> <ul style="list-style-type: none">- ESP 4.1 Vinyl 14' Long- 8" Top x 20' Piles 2.5 cca (Min. of 10" Butt Piles)- 6" x 6" x 16' Whalers 2.5 cca		
Proposed Total: \$1,182,150.00		

Proposal Authorized by: _____

Owner responsible for extra costs of permits and backfill (if required). Fisher Marine Construction to distribute backfill. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. **The above prices, specification, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.**

To accept this quotation, sign here and return: _____



- Pile Driving
- Bulkheads
- Docks
- Boatlifts
- Dredging

Thank you for your business!

McGinty Marine Construction

12050 Industrial Park Rd.

Bishopville, MD 21813

Office: 410-250-5066

E-mail: billing@mcgintymarine.com

Fax: 410-641-5008

Estimate

Date	Estimate No.
1/13/2020	3960-954

Bill To
Ocean Pines Association, Inc. 239 Ocean Pkwy. Ocean Pines, MD 21811

Job Location
Ocean Pines Association, Inc. 239 Ocean Pkwy. Ocean Pines, MD 21811

Qty	Description	Estimated Amount
3,330	<p>Bulkhead Replacement Proposal for Ocean Pines Association:</p> <p>McGinty Marine Construction will provide ALL material, equipment and labor for the installation of 3,330 linear feet of vinyl bulkhead located at 19-49 Pintail Drive, 4-29 North Pintail Drive (2,430 feet) and tern Park (900 feet) . (Ref: Vista Design project: 18-014 page 12 of 34)</p> <p>The bulkhead will be constructed as per the specifications provided by Vista Design, Inc. project 18-014 page 26 of 34 and in accordance with all requirement set forth by the state and county regulations.</p> <p>Materials: - C-Loc 9000 x 14' (or approved equal) - 8" Top x 20' Piles 2.5 cca (Min. of 10" Butt Piles) - 6" x 6" Walers 2.5 cca (materials continued on page 2)</p>	1,265,400.00
Total Estimated Amount		



Maryland Marine Contractors License # 058 (E)
Maryland Marine Contractors Assoc. # 005

Prices Expires 90 days from date above.

Signature: _____ Date: _____

Please Print: _____

** Please return your signed estimate with your permit fee.
Please include any changes you may have.*

Total Estimated Amount

CREDIT CARDS ACCEPTED
*** 1.5% Processing Fee**

Any past due balance will have a 2% finance charge added. Any legal fees required for the pursuit of any past due balance; will be at the expense of the customer.

Contractor IS NOT RESPONSIBLE for any landscaping, sod, electrical lines or fixtures, water lines, decks, etc. in the area of construction, unless specified in proposal.

McGinty Marine Construction

12050 Industrial Park Rd.

Bishopville, MD 21813

Office: 410-250-5066

E-mail: billing@mcgintymarine.com

Fax: 410-641-5008

Estimate

Date	Estimate No.
1/13/2020	3960-954

Bill To
Ocean Pines Association, Inc. 239 Ocean Pkwy. Ocean Pines, MD 21811

Job Location
Ocean Pines Association, Inc. 239 Ocean Pkwy. Ocean Pines, MD 21811

Qty	Description	Estimated Amount
	- 1" x 15' Tie Rods - Platipus B-8 anchors - Blue Marlin weep hole fittings - All hot dipped galvanized hardware - Clean sandy fill	
	All required licenses, workers compensation and certificates of insurance will be provided upon request.	

Total Estimated Amount



Maryland Marine Contractors License # 058 (E)
Maryland Marine Contractors Assoc. # 005

Prices Expires 90 days from date above.

Signature: _____ Date: _____

Please Print: _____

** Please return your signed estimate with your permit fee.
Please include any changes you may have.*

CREDIT CARDS ACCEPTED
*** 1.5% Processing Fee**

Any past due balance will have a 2% finance charge added. Any legal fees required for the pursuit of any past due balance; will be at the expense of the customer.

Contractor IS NOT RESPONSIBLE for any landscaping, sod, electrical lines or fixtures, water lines, decks, etc. in the area of construction, unless specified in proposal.

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Estimate

Date	Estimate No.
1/13/2020	3960-954

Bill To
Ocean Pines Association, Inc. 239 Ocean Pkwy. Ocean Pines, MD 21811

Job Location
Ocean Pines Association, Inc. 239 Ocean Pkwy. Ocean Pines, MD 21811

Qty	Description	Estimated Amount
	<p>Payment Terms:</p> <p>25% Deposit within 15 days of signed contract 25% Upon delivery of material 25% upon completion 665' (halfway) Final balance due upon Certificate of Use and Occupancy by Wor. County</p> <p>Any past due invoice will accessed a 2% finance charge of the remaining balance per month. Any legal fees required for the pursuit of a past due balance will be the responsibility of the customer.</p>	

Total Estimated Amount \$1,265,400.00



Maryland Marine Contractors License # 058 (E)
Maryland Marine Contractors Assoc. # 005

Prices Expires 90 days from date above.

Signature: _____ Date: _____

Please Print: _____

** Please return your signed estimate with your permit fee.
 Please include any changes you may have.*

CREDIT CARDS ACCEPTED
 * 1.5% Processing Fee

Any past due balance will have a 2% finance charge added. Any legal fees required for the pursuit of any past due balance; will be at the expense of the customer.

Contractor IS NOT RESPONSIBLE for any landscaping, sod, electrical lines or fixtures, water lines, decks, etc. in the area of construction, unless specified in proposal.

To: Ocean Pines Board of Directors

From: John Viola

Subject: Request for Compliance Action

Date: 03/07/2020

Member Name	Christine Clagett	
Ocean Pines Address & Sec./Lot	55 Grand Port Rd., 01B/0448	
Mailing Address	55 Grand Port Rd., Ocean Pines, MD 21811	
Phone #(s)	609-331-5484	
Violation	Unregistered Vehicle	
Violation Reference	Sec. 1100.1 – Vehicle Storage	
Timeline	12/11/19	Initial Inspection
	12/11/19	1 st letter sent via regular mail
	12/30/19	Follow-up inspection completed
	12/30/19	2 nd letter sent certified mail : returned unsigned
	1/21/20	Violation remains : Forwarded to ARC
	1/21/20	Final Letter from ARC sent certified mail : signed for by owner
	3/07/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	12/30/19	In 2 nd letter to member
ARC Hearing and Results	1/21/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	1/21/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)	Current on assessments	
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

12-11-19

01B-0448

55 GRAND PORT RD

UNREGISTERED VEHICLE



All vehicles parked on lots in Ocean Pines must have a current license and registration. You must acquire these or remove the vehicle immediately.

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: 3/07/2020

Member Name	Michael Schaum	
Ocean Pines Address & Sec./Lot	92 White Sail Circle, 01/0699	
Mailing Address	92 White Sail Circle, Ocean Pines, MD 21811 (address on file) (2/25/2020 – See another address attached)	
Phone #(s)	410-868-8445	
Violation	Multiple Sheds	
Violation Reference	Sec. 200.4.B : Sheds	
Timeline	3/1/19	Initial Inspection
	3/1/19	1 st letter sent via regular mail
	3/18/19	Follow-up inspection completed
	3/18/19	2 nd letter sent certified mail : signed for by owner
	4/2/19	Owner applied for variance to keep sheds as they are : Variance not approved
	5/7/19	Violation remains : Forwarded to ARC
	5/7/19	Final Letter from ARC sent : signed for by owner
	6/8/19	Owner called to say 1 shed was removed : Upon inspection, it was noticed that the 2 sheds were pushed together, not 1 removed.
	1/2/20	CPI photo of sheds merged
	1/7/20	Addressed at ARC meeting : 2 nd final letter sent certified from ARC : Returned unsigned
	3/7/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	3/18/19	In 2 nd letter to member
ARC Hearing and Results	1/7/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	1/7/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)	Current on assessments	
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

03-01-19

01B-0699

92 WHITE SAIL CIR

MULTIPLE SHEDS



Sheds shall be limited to one unit per lot and must have permits from Worcester County and Ocean Pines. One shed must be removed immediately.

01-02-20

01B-0699

92 WHITE SAIL CIR

MULTIPLE SHEDS



Smaller shed attached to larger shed. No permits for large shed.

Real Property Data Search

Search Result for WORCESTER COUNTY

[View Map](#)
[View GroundRent Redemption](#)
[View GroundRent Registration](#)

Special Tax Recapture: None**Account Identifier:** District - 03 Account Number - 040739

Owner Information

Owner Name:	SCHAUM MICHAEL FOR LIFE	Use:	RESIDENTIAL
Mailing Address:	201 S HIGHLAND AVE BALTIMORE MD 21224-	Principal Residence:	NO
		Deed Reference:	/07117/ 00195

Location & Structure Information

Premises Address:	92 WHITE SAIL CIR OCEAN PINES 21811-0000	Legal Description:	LOT B-01-699 9293 SQ FT WHITE SAIL CR PL OCEAN PINES SEC 1B
--------------------------	---	---------------------------	---

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0016	0000	0038	3020001.24	0001	1		699	2019	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1993	1,852 SF		9,293 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1	NO	STANDARD UNIT	SIDING/	4	2 full/ 1 half	1 Attached	

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2019	07/01/2019	07/01/2020
Land:	62,100	67,100		
Improvements	167,600	188,000		
Total:	229,700	255,100	238,167	246,633
Preferential Land:	0			0

Transfer Information

Seller: SCHAUM MICHAEL	Date: 11/20/2017	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /07117/ 00195	Deed2:
Seller: TODORUK EDWARD J &	Date: 06/15/2017	Price: \$250,000
Type: ARMS LENGTH IMPROVED	Deed1: /07020/ 00066	Deed2:
Seller: MARTIN, JOHN H. & MARJORIE L.,	Date: 07/24/2002	Price: \$239,900
Type: ARMS LENGTH IMPROVED	Deed1: SVH /03388/ 00539	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2019	07/01/2020
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

To: Ocean Pines Board of Directors

From: John Viola

Subject: Request for Compliance Action

Date: 3/7/2020

Member Name	Wendy Cloughen & Joanna Pharr	
Ocean Pines Address & Sec./Lot	19 Deerfield Court, 11/0381	
Mailing Address	242 Ridge Rd., Towson, MD 21286	
Phone #(s)	410-206-6958	
Violation	Shed : No Permit & Color (Does not match house)	
Violation Reference	Sec. 200.4.B : Sheds	
Timeline	11/25/19	Initial Inspection
	11/25/19	1 st letter sent via regular mail
	12/10/19	Follow-up inspection completed
	12/10/19	2 nd letter sent certified mail : not signed for or returned
	1/7/20	Violation remains : Forwarded to ARC
	1/7/20	Final Letter from ARC sent certified mail : not signed for, returned or forwarded
	3/7/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	12/10/19	In 2 nd letter to member
ARC Hearing and Results	1/7/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	1/7/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)	Current on assessments	
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

11-25-19

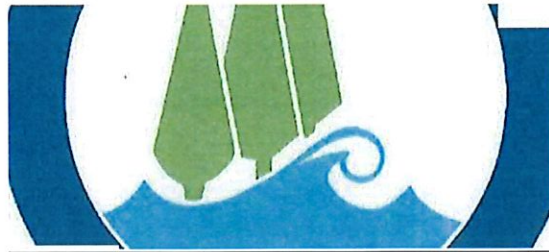
11-0381

19 DEERFIELD CT

SHED NO PERMITS AND COLOR



The shed on your property requires permits from Worcester County and Ocean Pines and the color must match the color of the house. You must acquire these permits and paint the shed the same color as the house immediately.



OCEAN PINES ASSOCIATION, INC.

239 OCEAN PARKWAY OCEAN PINES,
MARYLAND 21811

Architectural Review Committee

Guidelines

Revised

April 2020

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INTRODUCTION

The appeal of Ocean Pines depends on the cooperation of residents and property owners in creating and maintaining clean and aesthetically pleasing homes and surroundings. The privileges of residing in pleasant surrounds are not without responsibility. While mutual courtesy and consideration are certainly requisites, the existence of an independent Committee to ensure that standards of residential design and maintenance are adhered to is of utmost importance.

The Environmental Control Committee (ECC) was specifically formed to address these issues. The Committee is comprised of three members and two alternates from the Community who are appointed by the Ocean Pines Association Board of Directors to address permit requests, formulate guidelines, and monitor compliance with the Declaration(s) of Restrictions and these Guidelines. The primary goal of the Committee is to ensure that the property owner continues to enjoy the property values and amenities that go together with life in Ocean Pines.

The Environmental Control Committee (ECC) was formed and named in 1968. In 2000 the name of the Committee was changed to the Architectural Review Committee (ARC), a name which more appropriately describes the role of the Committee. While the Declarations of Restrictions reference the original name for the Committee, these Guidelines utilize the newer name unless directly quoting the Declarations of Restrictions.

In these Guidelines, the responsibilities for specific areas of the Guidelines fall to both the Architectural Review Committee, herein call the Committee, or the Compliance, Permits, and Inspections Department staff, herein call the CPI Department. The CPI Department is a paid staff of professionals that handle the day to day requests for information, application permits and variance requests, and inspections. It is also the responsibility of the CPI Department to issue letters when violations of the Declarations of Restrictions and the ARC Guidelines are determined to have occurred.

Each individual Section of the Community has its own Declaration of Restrictions. **These must be followed and may be more restrictive than the ARC guidelines. The more restrictive must be followed.** Both these Guidelines and the individual Declaration of Restrictions for the appropriate Section must be reviewed in order to ensure complete compliance with all applicable requirements.

It should also be understood that failure of either the Committee or the CPI Department to act immediately upon any violation does not constitute acceptance or approval.

IN SOME CASES, IN ADDITION TO THE APPROVAL FROM OCEAN PINES, THE HOMEOWNER WILL ALSO NEED THE APPROVAL OF WORCESTER COUNTY BEFORE STARTING A PROJECT. THERE CAN BE DIFFERENCES BETWEEN THE REQUIREMENTS OF THE COUNTY AND OCEAN PINES. THE HOMEOWNER NEEDS TO UNDERSTAND THAT WHERE DIFFERENCES EXIST, THE STRICTEST GUIDELINE WILL BE ENFORCED.

Terms used in these Guidelines are defined in the Glossary.

Section 100. General Provisions

Section 100.1 Purpose

A. Authority. The Declaration of Restrictions for each Section of Ocean Pines authorizes the Architectural Review Committee (**ARC**) to implement certain portions of the Restrictions and the Guidelines. The ARC has recommended, and the Board of Directors has approved these Guidelines. Reasonable consideration has been given to the character of each separate Subdivision (Section) of the Community and to the **requirement** of orderly development of the Community as a whole.

B. Public Health, Safety, and Welfare. The primary consideration in the adoption of these Guidelines is to ensure owners and their guests maximum enjoyment from the use of the common elements in relation to their lots and protect, preserve, enhance, and perpetuate maximum property values and aesthetic character consistent with the health, safety, and general welfare of the owners within the community. The Guidelines are subject to change by the ARC, with concurrence by the Board of Directors at any time with thirty (30) days prior notice so long as the changes are consistent with the Declarations, By-Laws and plats.

C. Restrictions. All actions of the ARC shall be guided by the purpose contained in the Objective and Design Requirements herein, by the Declarations of Restrictions for each section of Ocean Pines, and by the Worcester County Zoning Ordinance. The requirements of the Ordinance, particularly regarding building setbacks, may be different from the Restrictions. The ARC will apply the stricter of the setbacks described. The Restrictions require that any structure to be erected, or improvement to be made, on a numbered lot in Ocean Pines shall require approval in writing from the CPI Department before any work can begin. However, property owners are individually responsible for compliance with the Worcester County Zoning Ordinance.

D. Permits. Permits are issued by the ARC and are required before any structure can be erected on any numbered lot in Ocean Pines. The permitting process begins by submitting an application (from the CPI Department) and paying fees and other charges as may be required.

E. Fees and Deposits. These are established and approved by the Board of Directors and are subject to change without notice. Applicants should contact the CPI Department to ensure the schedule is current.

F. Forms. The various forms referred to in these guidelines are available at the CPI Department office and on the OPA Website (www.oceanpines.org).

G. Variances to the Declarations of Restrictions. Variances from any restriction will first require ARC approval and subsequent approval (if necessary) from

the Worcester County Board of Zoning Appeals. The ARC may allow reasonable variances and adjustments of these Restrictions in order to overcome practical difficulties and prevent unnecessary hardships in the application of the provisions contained herein; provided, however, that such is done in conformity with the intent and purpose hereof and provided also that in every instance such variance or adjustment will not be materially detrimental or injurious to other property or improvements in the neighborhood, the Section or the Subdivision. As a courtesy, and at the discretion of the ARC, notification to adjacent property owners will be made and the adjacent property owners' comments requested.

H. Exceptions to the Guidelines. An exception to the Guidelines is not a variance, which only refers to adjustments to restrictions found in the Declarations of Restrictions. An exception refers strictly to items found only in the Guidelines, such as height criteria or buildable area. The ARC will consider an exception to the Guidelines when the request will not be materially detrimental or injurious to adjacent properties ("does no harm"), to the best of their knowledge does not exceed any Worcester County Codes, meets the needs of the owners, and makes sense. As a courtesy, notification to adjacent property owners may be made and the adjacent property owners' comments requested.

Section 100.2 Objectives

A. To preserve the natural beauty and setting of the Ocean Pines subdivision and to prevent indiscriminate clearing of property, removal of trees, and earthmoving.

B. To ensure that the location and configuration of structures are visually harmonious with their sites and surrounding sites and structures, and do not unnecessarily block scenic views from existing buildings or tend to dominate the developed areas of the natural landscape.

C. To ensure that the architectural design of the structures and their materials and colors are visually harmonious with Ocean Pines' overall appearance, with surrounding development, with natural land forms and native vegetation, and with approved or proposed development plans, if any, for the areas in which the structures will be located.

D. To ensure that plans for landscaping of open spaces conform to the regulations prescribed herein, provide visually harmonious settings for structures on the same site and on adjoining and nearby sites, and blend with the natural landscape.

E. To prevent any neighborhood from evolving into a "tract development" appearance caused by repetitive plans of similar styles houses, and to prevent the lowering of property values in any neighborhood.

Section 100.3 ARC Function

A. The successful execution of the design approval function performed by the ARC necessarily requires that a great deal of judgment be exercised. The ARC is charged with preserving the quality of the residential environment and protecting property values.

B. Insofar as it is possible, the ARC carefully considers the needs and desires of each property owner in the review and approval of plans. However, the ARC must act in the best interest of the overall community and preserve the value of other properties in the development and the value of Ocean Pines as a whole through its decisions.

C. Every one of the guidelines is hereby declared to be independent of and severable from every other one of the guidelines and from every combination of the guidelines. Therefore, if any of the guidelines should be held to be invalid or to be unenforceable, that holding shall be without effect upon the validity or enforceability of any one of the other guidelines.

Section 100.4 General Design Guidelines. It is strongly recommended that persons interested in building, or remodeling, obtain professional design assistance for their projects; that is, an architect, landscape architect, land planner, or other professionally recognized design consultant familiar with local codes and restrictions, as there are certain code requirements required by Worcester County Planning, Permits and Inspections, the ARC Guidelines, and the Declarations of Restrictions.

A. **Design Criteria.** Each home should be designed for its specific lot. A physical inspection is required, taking into consideration its site-specific conditions and any potential future modifications and/or additions.

1. The exterior design, position, texture, and color should be different from other homes within three across the street, one on either side, and one behind.
2. Strictly rectangular house plans with continuous flat walls should be avoided. A break in wall lines should especially occur on any street fronting elevation. No totally blank walls on the street front elevation will be approved.
3. Colors should be used to complement or highlight features.
4. Greater distance may be required between similar homes in some areas to prevent the appearance of design repetition. See Section 300.
5. All exterior structural and finish details should be designed to blend as one single architectural unit (the finished home).

6. Textured or smooth materials may be used in exterior finish to achieve variety, but not at the expense of sacrificing architectural continuity. On the other hand, monotony is to be discouraged.

B. Coverage Criteria. In general, the bulk (height, width, length) on the on-site structures shall not be proportionally excessive for the lot on which it is placed.

1. Building Area. Lots with a building area (gross area less setbacks) of 2,000 square feet or less may cover 100% of the building area. Coverage on lots with a building area over 2,000 square feet shall decrease from 100% to 55% as the building area approaches 5,000 square feet (See Exhibit 1). All lots with building areas 5,000 square feet or more will be limited to 55% coverage. Open decks will not be included in the building coverage calculation. Note: future enclosure of open decks may not be permitted if the original building area covers the maximum allowed. For purposes of coverage determination only, corner lots will be based on County setbacks.

2. "Excess Open Space." In addition to the coverage permitted in Section 100.4.B.1 above, in all sections of the Ocean Pines Subdivision which include single family detached numbered residential lots, if more than 30% of the total land area of such section is dedicated for open space or for use for storm water management purposes and is not included in the area of any lot or parcel to be sold to members of the general public or in a parcel to be used for community uses or for tennis courts, swimming pools, golf courses, marinas or other active recreational uses, ("Excess Open Space"), then each single-family numbered residential lot in such section shall be entitled to an additional coverage credit equivalent to the total number of square feet of Excess Open Space in the section divided by the total number of single-family numbered residential lots in the section.

3. Setback modifications. The following architectural features may project into any required front yard or rear yard setback and, subject to the conditions specified, may project into any required side yard a distance not to exceed one-fifth (1/5) of the width of such required side yard:

- a) Cornices, eaves, or other architectural features, not walls, may project a distance not exceeding three (3) feet;
- b) Fire escapes may project a distance not to exceed six (6) feet;
- c) An unenclosed landing not to exceed twenty-five (25) square feet with necessary stairs or ramp may project a distance not to exceed six (6) feet. Such features may be covered by a roof but not enclosed except by railings;

d) Bay windows, balconies and chimneys may project a distance not to exceed three feet, provided that such features do not occupy, in the aggregate, more than one-third of the length of the wall on which they are located; and an unenclosed handicapped ramp not exceeding the minimum standards to provide safe access as set forth in the current Maryland Accessibility Code and C.A.B.O. One- and Two-Family Building Code, or their successors, may project a distance not to exceed ten feet into the ordinance required front yard setback. The handicapped ramp may project any distance into the rear yard setback. However, in no event can a handicapped ramp be closer than fifteen feet to the landward edge of any pier, dock, bulkhead, rip-rap, etc. Such feature may be covered with a roof but not enclosed except by railings.

C. **Height Criteria.** No single-family structure shall exceed thirty-five (35) feet in height, as measured from the average finished grade around the house foundation to the highest point of the roof. (See Section 400.3D for maximum fill depth.)

Section 200. Plan Submittal Procedures and Construction Requirements

Section 200.1 New Work Preliminary Submittal. The ARC will, at the request of the applicant, review plans at a conceptual stage prior to formal submission. This preliminary review will facilitate communications and expedite formal submission review.

Section 200.2 Plan Review (Note: for specific design requirements see Section 300).

A. **General.** All plans and specifications for any structure or improvement whatsoever to be erected on or moved upon or to any lot, and the proposed location thereof on any lot or lots, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval thereof and any remodeling, reconstruction, alterations, or additions thereto on any lot shall be subject to and shall require the approval in writing from the ARC before any such work is commenced. Homeowners should be aware that Maryland law requires that a contractor performing this work must have a Maryland Home Improvement license, and license number shall be included on the application.

B. **Information Required.** The information to be submitted to the CPI Department shall include but not be limited to the following:

1. **Plan Application.** Two (2) copies of the Application for Plan Approval signed by the owner and builder.
2. **Floor Plans and Elevation Drawings.** Two (2) complete sets of final floor plans and two (2) complete sets of the elevations showing all views of the structure which include decking, screened porches, steps, and landings and drawn to 1/4" = 1' scale. Plans shall consist of architectural quality drawings in enough detail to

determine if all requirements can be met. The architectural plans and specific details on the application must be consistent with each other. Alterations or revisions to the plans submitted shall be consistent with the quality of the original plans. Reversed floor plans and elevations are not acceptable. The floor plans and elevations submitted are to be true reflections of the structure to be built on site. No reversed lettering or dimensions on submitted documents will be accepted. No documents with excessive red marks or pencil marks noting revision of building design will be accepted. Future optional additions/alterations shall not be included in the submitted drawings.

3. Site Plans. Three (3) copies of a site plan drawn to a scale of 1" = 30' or 1" = 20' and showing the following:

- a) Section and lot number
- b) Site configuration and dimensions
- c) Scale
- d) North Indication
- e) All building restriction lines and easements
- f) Proposed location of house and other structures including decks, porches, landings, steps, driveways, culverts, detached garages, and detached sheds.
- g) Elevations of key points referenced to mean sea level, including the WCSC holding tank, the lowest habitable floor level of the structure, property corners and midpoint of side property lines. (Reference Section 300)
- h) Restrictive County zoning classification of lot Wetlands (if applicable).

4. Landscape Plan. Two (2) copies of the final landscape plan drawn to a scale of 1" = 30' or 1" = 20' are required, if applicable. The plan shall comply with the requirements of Section 400, Landscaping Requirements.

5. Completion Agreement and Deposit. Cash, check or money order payable to the Ocean Pines Association shall accompany the Completion Agreement (form available at the CPI Department office). Contact the CPI Department office for the current fee. The Completion Agreement assures that construction will comply with the objectives and requirements as stated in the Ocean Pines Declarations of Restrictions and the ARC Guidelines. The completion deposit is refundable upon final inspections and approval of the house and landscaping by the CPI Department.

6. Color Samples. Color samples of all exterior finishes, including roofing material, siding, and trim shall be submitted with the application, unless

samples are on file with the CPI Department. Submissions must include manufacturer's name, code number, if applicable, and any other pertinent information.

7. Installation Plan for Modular Homes. An installation plan shall be submitted, indicating the area to be cleared for the location of the erecting equipment. Maximum care should be taken to retain trees between crane site and property line. (See Section 400).

8. Installation Plan for Certified Pre-Existing New Homes. Before an installation of pre-existing new home is permitted, certification by a registered home inspector that the home is of new material and has never been occupied as a residential unit elsewhere shall be submitted to the ARC. An installation plan shall be submitted, indicating the area to be cleared for the placement on the site. Maximum care shall be taken to retain trees and natural ground cover on the site (See Section 400.3).

9. Worcester County Permits. A copy of the approved Worcester County Building Permit is required at the time of plan submittal. Worcester County Building Permit information is available at the Isle of Wight County office or the Courthouse in Snow Hill, MD.

C. Lot Ownership and OPA Assessments Paid. Before an application for any permit can be approved and plans released, OPA records must indicate that the property is in the applicant's name and all monies owed to the Ocean Pines Association must be paid in full. Proof of ownership, or valid contract, may be necessary before plan approval. The owner may authorize a builder to act in his behalf to submit plans or changes to the CPI Department for approval until such time as the owner advises the CPI Department otherwise

D. Approval/Disapproval. In accordance with the Declarations of Restrictions, all plans shall be approved or disapproved within thirty (30) days from their receipt unless an extension is granted by the CPI Department.

Section 200.3 Additions/Alterations to Existing Houses.

A. General. All plans and specifications for any structure or improvement whatsoever to be erected on or moved upon or to any lot, and the proposed location thereof on any lot or lots, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval thereof and any remodeling, reconstruction, alterations, or additions thereto on any lot shall be subject to and shall require approval of the ARC, as the same is from time to time composed, in writing, before any such work is commenced. Homeowners should be aware that Maryland law requires that a contractor performing this work must have a Maryland Home Improvement license, and the license number shall be included on the application.

B. Design Requirements. All exterior materials, roof slopes, and colors of exterior walls and roof shall be the same as that of the existing house and roof. While it is desirable materials and colors of the exterior walls and roof shall be the same as that of the house, it is to be understood that because of nature or the availability of existing materials exact matches may not be possible. However, when exact matches are not possible it is required that the proposed colors be submitted to the ARC for approval. Minimum roof pitch of 2:12 is required. Some exceptions of new materials may be approved, if all blend together as one single architectural unit (see Section 300). Landscaping is required to screen all foundation work and all decks and screened porches which are 18 inches or more above ground level (see Section 400).

C. Information Required. See Section 200.2 B.

Section 200.4 Outbuildings and Other Structures.

A. Placement and Design. The placement and design of outbuildings and other structures on any numbered lot in Ocean Pines requires an ARC permit, review and approval. These structures include, but are not limited to sheds, carports, gazebos, fences, detached garages, play and pet enclosures and swimming pools. These structures as well as all play and sports equipment (except basketball goals) must be located behind the front foundation lines of the primary structure. Neither portable nor permanent basketball goals may be placed in a street or within fifteen (15) feet from the street edge. Only commercially manufactured portable goals are permitted. Note: Homeowners should be aware that Maryland law requires that a contractor performing work on outbuilding structures is required to have a Maryland Home Improvement license.

B. Sheds. The procedure for submitting plans to locate or construct a shed in Ocean Pines is the same as that outlined in Section 200.2.B. In addition, the following restrictions apply:

1. Sheds shall be limited to one unit per lot and be no larger than one hundred and twenty (120) square feet maximum in floor area. Maximum wall height will be eight (8) feet. No 2-story sheds will be allowed.

2. While it is desirable that the materials and colors of the exterior walls and roof be the same as that of the house, it is to be understood that due to the effects of nature or the availability of existing materials exact matches may not be possible. However, when exact matches are not possible it is required that the proposed colors be submitted to the ARC for approval. Metal sheds are not permitted **on residential lots**. Any acceptable material used should be able to withstand a marine climate.

3. Shed roof pitches: no flat or single sloped roof styles will be allowed.

4. A shed shall not be located any closer than six (6) feet from any other structure or the side property line, provided the shed is located outside the rear building restriction line in its entirety. Should any portion of the outbuilding be within the rear setback, the side setback location will be determined by Worcester County Zoning Board. The shed shall be no closer than ten (10) feet from the rear property line and fifteen (15) feet from the bulkhead. Sheds shall be located behind the front foundation line of the main structure.

C. Storage Structures. Storage structures shall be limited to one unit per lot and be less than twenty (20) sq. ft. in floor area and 78 inches or less in height. A permit is required.

1. **Metal storage structures are not permitted on residential property.** Storage structure material should be able to withstand a marine environment.

2. If possible, storage structures should be placed against the rear surface of the main structure.

3. No storage structures are allowed in front of the main structure foundation lines.

4. The color requirements, specified in Section 200.3.B above, also apply for storage structures.

D. Detached Garages. The procedure for submitting plans to construct a detached garage is the same as that outlined in Section 200.2.B. The following restrictions also apply:

1. It shall be architecturally compatible to that of the house, including height, materials, color, roof style and pitch.

2. It shall have a concrete floor and be of enough size (not less than 12 feet x 20 feet), but not greater than a two-car design (24 feet x 28 feet).

3. It shall have a connecting, usable driveway. The minimum width for a driveway shall be eleven (11) feet in accordance with the Architectural Graphic Standard. (See Section 300.2.j. for driveway specifications).

4. A detached garage shall not be located any closer than six (6) feet from any other structure. Garages located behind the house shall not be less than six (6) feet from the side property line, ten (10) feet from the rear property line, and fifteen (15) feet from the bulkhead, provided the garage is located outside the rear building restriction line in its entirety. Should any portion of the garage be located within the rear setback, the side setback location will be determined by Worcester County Zoning. Garages located in front of the main structure shall be within the side and front building restriction lines.

E. Detached Carports. The procedure for submitting plans to construct detached carports (see definition in the Glossary) in Ocean Pines is the same as that outlined in 200.2.B. The following restrictions also apply:

1. It shall be architecturally compatible to the house, including height, materials, color, and roof style pitch. **At a minimum, it shall have a floor of stone.**
2. It shall be not less than 12 feet x 20 feet but not greater than 24 feet x 28 feet in size.
3. It shall have a connecting, usable driveway. The minimum width for a driveway shall be eleven (11) feet (See paragraph 300.2.J. for driveway specifications).
4. It shall not be located any closer than six feet from any other structure. Carports located behind the house shall not be less than six (6) feet from the side property line, ten (10) feet from the rear property line, and fifteen (15) feet from the bulkhead, provided the carport is located outside the rear building restriction line in its entirety. Should any portion of the carport be located within the rear setback, the side setback location will be determined by Worcester County Zoning. Carports located in front of the main structure shall be within the side and front building restriction lines.

F. Fire Pits. The Declarations of Restrictions in all sections of Ocean Pines prohibit outside burning of wood, leaves, trash and garbage. However, Ocean Pines believes that when properly installed, safely used and subject to appropriate guidelines for their use **a self-contained, wood burning fire pit** presents minimal risk to the Community. Therefore, wood burning Fire Pits will be exempt from the outdoor burning restriction. Homeowners must be aware that failure to strictly adhere to these requirements will result in the revocation of their use of and possibly the removal of their Fire Pit. The following requirements will apply:

1. All Fire Pits must be appropriately approved **by CPI** prior to its use. If a Fire Pit is to be permanently installed it must be done so **using materials approved for its purpose**. A permanently installed Fire Pit will require an appropriate permit. It must be shown on the lot survey and conform to the location requirements in Paragraph 7 below. A portable Fire Pit is considered personal property and does not require a permit. Homemade **portable fire** pits are not permitted. However, The Association must be made aware of the existence of any newly purchased portable Fire Pit. The homeowner must follow the same steps required to grandfather a previously existing Fire Pit to authorize its use.
2. Pre-existing Fire Pits are not exempt from these guidelines and can be grandfathered from permitting requirements, provided the following procedure is followed:

a. **Permitting** of Existing Wood Burning Fire Pits.

i) The Homeowner must notify the CPI Department of the existence of a Fire Pit on their property.

ii) The notification must contain the property address and a photo of the Fire Pit.

iii) A representative of the CPI Department will come and inspect the Fire Pit to determine if it can be safely used.

iv) The CPI Department will respond with a letter acknowledging the Fire Pit has been **permitted**.

v) The homeowner should notify their homeowner's insurance company of the existence of a Fire Pit ~~and be certain the coverage for medical payments and liability adequately cover the potential risk.~~

3. The only fuel allowed to be burned in a wood burning Fire Pit is dry seasoned hardwood or charcoal. Pine cannot be burned.

4. Wood burning Fire Pits must always use a mesh spark screen. Wood burning Fire Pits cannot be any larger than three (3) feet in diameter and two (2) feet in height.

5. Wood burning Fire Pits may be filled only up to a maximum of 70% of their capacity, with flames limited to two (2) feet high by three (3) feet wide.

6. The only fuels allowed to be burned in a gas Fire Pit are propane gas or natural gas. If the fuel source cannot be concealed within the unit it must be appropriately screened as determined by the ARC.

7. A Fire Pit shall not be located closer than ten (10) feet from any other structure, not less than six (6) feet from the side property line, and if permanently installed, not less than ten (10) feet from the rear property line or fifteen (15) feet from the bulkhead. All Fire Pits must have at least ten (10) feet of clearance from overhead branches and cannot be placed under a covered porch.

8. An area at least 4 feet wide around the entire Fire Pit must be kept free of all flammable material.

9. Fire Pits must be placed on a level brick, stone, concrete or other non-combustible surface.

10. The use of any type of accelerant (lighter fluid, gasoline, etc.) as a fire starter is prohibited. If paper is used it must be weighed down by the wood.

11. There must be a steady supply of water (for wood burning Fire Pits) or an appropriately rated fire extinguisher or other extinguishing device nearby for all Fire Pits.

12. **An adult must always be present.**

13. Burning of plastic, painted or treated wood, rubber, leaves, grass, pallets or household trash is strictly prohibited.

14. Fire Pits may not be used in wind over 15 miles per hour.

15. The homeowner should notify their homeowner's insurance company of the existence of a Fire Pit. ~~and be certain the coverage for medical payments and liability adequately cover the potential risk.~~

Section 200.5 Fencing

A. General. The ARC shall have the authority to set up regulations as to the height and size requirements for all other types of outbuildings and structures, including fences, walls, copings, etc. No fences shall be permitted on any lot or lot line except where, in the opinion of the ARC, a fence or other structure or aesthetic feature of a design concept, will contribute to and be in keeping with the character of the area."

B. Play and Pet Enclosures. The ARC is authorized to allow the construction of these structures with the following guidelines:

1. The enclosure design must be architecturally and aesthetically compatible with the house.

2. The enclosure shall be behind the front foundation line of the main structure and shall not extend beyond the side BRL (building restriction line), or closer than ten (10) feet from the rear property line. Enclosures will be located no closer than fifteen (15) feet to the bulkhead cap.

3. The enclosure shall not be higher than 48 inches and shall not be constructed of metal posts, metal rails, or wire mesh.

4. The outside perimeter shall have shrubs or plantings enough to screen the enclosure. Generally, plantings every three feet with a minimum height of 18" for a 4' high fence is appropriate. This will be determined by the ARC on a case by case basis. If an enclosure is not screened within one year after approval or the plantings are not maintained, the enclosure must be removed.

5. If at any time the enclosure falls into disrepair, it must be removed at the owner's expense within 60 days. This agreement will be part of the signed permit.

6. The enclosure must be completed within six months of approval (issuance of permit) and the required screening of the enclosure from view must be completed within an additional six months.

7. The following shall be submitted to the ARC:

a) A filing fee and a review/inspection fee.

b) A Completion Agreement and deposit to accompany the Completion Agreement assuring that the construction will comply with the objectives and requirements as stated in the Declarations of Restrictions and the ARC Guidelines. The completion deposit is refundable upon final inspection and approval of the fencing and landscaping by the CPI Department.

c) Two (2) completed copies of the "Application for Fencing" (forms available at the CPI Department office).

d) Two (2) copies of a site plan showing the proposed location of the enclosure and the types and locations of plantings outside of the enclosure.

C. Dog Runs. The ARC is authorized to allow pre-manufactured dog runs up to 72 square feet in area and six (6) feet in height.

1. The dog run shall be behind the front foundation line of the main structure and shall not extend beyond the side BRL (building restriction line), or closer than ten (10) feet from the rear property line. Dog runs will be located no closer than fifteen (15) feet to the bulkhead cap.

2. The outside perimeter shall have shrubs or plantings enough to screen the enclosure. Generally, plantings every three feet with a minimum height of 30" for a 6' high fence is appropriate. This will be determined by the ARC on a case by case basis. If a dog run is not screened within one year after approval or the plantings are not maintained, the dog run must be removed.

3. If at any time the dog run falls into disrepair, the owner must remove it at his expense within 60 days. This agreement will be part of the signed permit. The dog run must be completed within six months of approval (issuance of permit) and the required screening of the dog run from view must be completed within an additional six months.

4. Submissions required for ARC review are the same as in Section 200.5.B.7, except the form is for Dog Run.

D. Privacy Fencing. A privacy fence will be permitted provided the following guidelines are met.

1. The design must be architecturally and aesthetically compatible with the house.

2. The maximum height of the privacy fence at any point shall not exceed six (6) feet from the ground directly below.

3. The total length of the privacy fence shall not exceed twenty-four (24) feet and must be contiguous.

4. The privacy fence shall be behind the front foundation line, no closer than five (5) feet from the side property line or no closer than fifteen (15) feet to the bulkhead.

5. Privacy fencing located within the utility easement will require the owner to sign a maintenance agreement with the OPA. The cost of recording the agreement will be born totally by the property owner.

6. The location of the privacy fence shall not block the adjoining property owners' view of a golf course or waterway. The outside perimeter shall have shrubs or plantings enough to screen the fence. Generally, planting every three feet with a minimum height of 30" for a 6' high fence is appropriate. This will be determined on a case by case basis. If a fence is not screened within one year after approval or the plantings are not maintained, the fence must be removed. The fence must be completed within six months of approval (issuance of permit) and the required screening of the fence from view must be completed within an additional six months.

7. Submissions required for ARC review are the same as in Section 200.5.B.7, except the form is for Privacy Fence).

E. Temporary Fencing. Fencing will be allowed to be erected around vegetable gardens and newly landscaped areas provided the following guidelines are followed. No permit is required.

1. At no point shall any part of the fence exceed two feet above the ground.

2. The fencing will be removed after the completion of the vegetable growing season and/or the newly landscaped area is established.

F. Architectural Fencing. Architectural fencing is permitted provided the guidelines below are followed. Architectural fencing is not to be used as an enclosure for pets or children.

1. At no point shall any part of the fence exceed 4' from the ground.

2. The design must be architecturally compatible with the residence through the use of style, color and details.

3. No gates/fencing will be allowed to cross a driveway.

4. Fencing located within a utility easement will require the owner to sign a maintenance agreement with OPA. The cost of recording the agreement will be born totally by the property owner.

5. Submissions required for ARC review are the same as in Section 200.5.B.7, except the form is for Architectural Fence).

Section 200.6 Docks/Lifts.

A. General. Whenever the ARC shall approve plans and specifications for a pier or similar structure on or extending into any waterway, such approval shall constitute a mere revocable privilege from Declarant or its successor or successors in interest for the construction, placement, and maintenance of the proposed structure. Other regulations on this subject include Worcester County Shoreline Commission; the Department of Natural Resources; the Army Corp of Engineers; the Worcester County Critical Bays Legislation; and Worcester County Planning and Permits. Docks and other devices are approved on an individual basis and consideration is given to the protection of the bulkheads and marine traffic.

B. Objective. To allow waterfront property owners reasonable use of riparian rights, to provide for the navigation of all marine traffic, and to keep the environmental and visual impact to a minimum.

C. Requirements. All docks/piers/lifts should be centered on the bulkheaded waterfront and located within the dimensions of the side BRLs of the property as extended to the waterfront. Adjustments to this requirement will be considered on a case by case basis.

1. Impact on adjacent properties. No dock, lift, out piling, etc. shall unreasonably limit the navigation or mooring ability of surrounding waterfront properties.

2. No dock/pier shall exceed two hundred (200) square feet in area. This limitation includes both fixed and floating docks.

3. Number of boat lifts/davits. Only one boat lift per lot is allowed with bulkhead length of 100 feet or less. An additional boat lift for lots with 100 feet or less of bulkhead may be considered where finger piers are utilized, with proper approval and within the required side lot BRL. A maximum of two boat lifts are allowed for lots with over 100 feet of bulkhead. Only one davit per waterfront lot shall be allowed except two are allowed when used as a boat lift.

4. Personal Watercraft (PWC). Two personal watercraft lifts, each with one PWC capacity, or one lift with a two PWC capacity, may be approved. The personal watercraft lifts may not be used to store a boat.

5. Dock Box. One dock box of a size the same as or smaller than six (6) feet wide, 30 inches deep and 30 inches tall can be affixed to the dock. A dock box is not included in the restriction for sheds or storage structures contained in Section 200.4.

6. Walkways. In areas where bulkheads are formally scheduled to be replaced, a walkway not to exceed three feet in length is allowed. This walkway will not be included in the two hundred (200) square feet dock area limit. In areas where walkways are needed over wetlands the length will be limited to the minimum needed to access the dock and will not exceed three (3) feet in width. The square footage of the walkway will not be included in the dock area. Consideration will be given to the permit issued by the Army Corps of Engineers.

7. Extension into Canal. On canals over eighty (80) feet wide, structures measured laterally from any bulkheaded lot to the center of the canal cannot exceed 25 % of the total canal width. This will include any out pilings, lifts, or beam width of anticipated boats for mooring purposes. On canals less than eighty (80) feet wide, a distance of twenty (20) feet from the center of the canal measured laterally to the bulkheads on either side must be left open for navigation, creating a minimum center clear canal distance of forty (40) feet.

8. Secondary Use. Boathouses, tents, or other structures on docks or over boats are prohibited. Unless a variance is given, no dock will be constructed on undeveloped properties. Docks will be considered for undeveloped lots only if plans for the house are in the working stages with the ARC. If house construction is not completed within one year from dock approval, the dock must be removed at the owner's expense. Also, a limited variance to construct a dock, lift, etc. may be granted to an owner whose principal residence is on a lot adjoining the unimproved property upon which the construction of the dock, lift, etc. is sought. The variance will provide that if the unimproved property is sold, the dock, lift, etc. will be removed by the owner, unless house construction has started within one (1) year from the date of sale.

D. Bulkhead Restrictions. The following regulations apply to all docks (stationary or floating) and other types of mooring devices.

1. No attachments to the bulkhead system are permitted. This includes, but is not limited to, davits, piers, docks, decking and other devices such as cleats and standoff systems. No construction is permitted to be attached to, rest on, or cover the bulkhead.

2. Boats, floating docks or barges shall not be moored to bulkhead caps, pilings, sheeting or waters, or to stakes, trees or any in-ground devices which inflict any stress, load or force on the bulkhead system. Also, no boat as defined herein shall be launched or retrieved over the bulkhead cap.

3. Anchor systems for floating docks, davits or other devices shall be designed and constructed to provide their own foundations which will not inflict any load or forces on the bulkhead system.

4. Piers, docks and other devices or structures for mooring, securing and boarding boats shall be constructed to be completely free of the bulkhead system so as to not inflict any load or force even if such structures incur damage by freezing, flood or collision.

5. Floating docks may have ladders, steps or ramps which are affixed to the dock or behind the bulkhead at one end and provided with an approved slide/rolling device on the other end which would prevent damage to the bulkhead system.

E. Materials Required for ARC Review. See Section 200.2.B, except the form is for Docks.

Section 300. Specific Design Requirements and Plan Review

Section 300.1. General. Building location, configuration, architectural design, materials and colors shall be harmonious with the established Ocean Pines environment. Homes which appear to be tract type dwellings in character or design will not be permitted.

Section 300.2. Design Requirements.

A. Similarity. Repetitive style plans, or plans with only minor variation, located within three across the street, one on either side, and one behind of one another will not be permitted. Styles repeated in one section whether by one builder or numerous builders will be limited in number. Separations of design are necessary in order to maintain values of the property by preventing a tract appearance.

B. Minimum Floor Elevations.

1. The lowest habitable floor level of all residential structures shall have a minimum elevation of seven (7) feet above mean sea level. Any variance to this minimum elevation must be approved by the Worcester County Department of Water and Wastewater Services.

2. The Worcester County Department of Water and Wastewater Services requires the elevation of any floor with plumbing drainage to be no less than 2.0 feet above the top of the holding tank riser for existing tanks or 2.5 feet above ground level at the tank location staked by the utility for future tanks. Property owners are responsible for compliance in maintaining the elevation differential described here in, to insure proper drainage to the holding tank.

3. The Worcester County Department of Water and Wastewater Services may grant a variance to the minimum floor elevations with plumbing drainage below the top of the holding tank riser. Such a variance will require a vented sump and ejector to discharge into the building gravity drainage and shall meet all appropriate State of Maryland plumbing codes.

C. Roofs.

1. Pitch. Roofs on the main building shall have a minimum pitch of 4:12. Permission may be granted for pitches to a minimum of 2:12 for secondary roofs on the main building.

2. Overhang. Overhangs shall be a minimum of 12 inches on the soffit and 12 inches on the gable ends and be aesthetically and architecturally in keeping with the structure.

3. Material. Roofs shall be covered with materials that are harmonious with the surroundings and in architectural keeping with the style of the house.

D. Design Features. Strictly rectangular homes will not be approved by the ARC. In order to obtain the relief required on any strict rectangular house with continuous flat walls, the architect, builder, or home manufacturer will be expected to develop innovative ideas to improve the appearance of such homes. When the narrow dimension of the house faces the street due to the limitation of placing the house across the lot, the house wall dimension shall not be less than twenty-four (24) feet, exclusive of wing walls or other architectural treatments. Addition of a roofed over functional space, such as another roof, a screened porch, a carport, etc., would be acceptable in improving the appearance of strictly rectangular homes, provided the addition did not create a similarity problem with an existing home within three across the street, one on either side, and one behind.

E. Variations for Rectangular Homes. Strictly rectangular homes are not permitted. Variations or combinations of variations may be used in the elevations to provide an appearance of integrated exterior wall and/or roof relief. Possible variations that may be used are listed below. The front elevation of the proposed house design must have at least one major and one minor variation.

1. Major Variations:

- a) Two feet or more wall break
- b) Covered front entrance or porch with a minimum size of four feet by ten feet.
- c) One foot or more break in the roof or wall
- d) Combination of a gable roof with a hip roof

2. Minor Variations:
 - a) Bay window or wall bay
 - b) Wall bay roofed over
 - c) An added deck with hand railing
 - d) Variation in siding materials and color
 - e) Window treatments such as panels or shutters

F. Exterior Building Materials.

1. Material. Exterior building materials should be harmonious to Ocean Pines settings. All exposed wood surfaces shall be preserved with stain or paint or be clad with vinyl or aluminum. The use of exterior finishes will be reviewed by the CPI Department for each individual site.

2. Foundation Parging. All concrete block foundations must have cement parging applied.

3. Windows/Awnings. Window design should be suitable for the climate and for the orientation of the building elevation in which the windows are located. Large windows are recommended linking interior and exterior spaces. Awnings should be used only when shown to be harmonious with architecture and landscape. Awnings added after final inspection will require a separate permit from the ARC.

4. Colors. Soft natural colors and white are permitted for siding. Non natural bright colors may be used for doors or accent panels only and then sparingly. Colors shall be restricted to those which in the opinion of the ARC harmonize with the surrounding area. A color may not be used if it duplicates the color of an existing house within three across the street, one on either side, and one behind. Exposed metal flashing or trim should be anodized or painted to be non-reflective, and in harmony with the house colors.

5. Exterior Lighting. Exterior lighting shall be used primarily to make safe entry and exit possible rather than showcasing the building. The lighting system shall be designed to show suitable restraint and concern for the impact of the design on neighboring properties. The objective is to eliminate glare and annoyance to adjacent property owners and passersby.

H. Liquefied Petroleum Gas/Fuel Storage (LPG).

1. Storage Tanks. A maximum of two (2) 420 lbs. cylinders are allowed.

2. Screening. Tanks for the storage of fuel (gas, oil, etc.) must be screened by fencing or shrubbery.

I. Fifteen (15) Foot Bulkhead Maintenance Easement. For all lots where the property lines extend to or beyond the bulkhead, a fifteen (15) foot maintenance easement has been established. This easement extends fifteen (15) feet from the land side of the bulkhead cap.

J. Driveways. Driveways and parking areas shall have a minimum coverage of three inches of gravel or crushed stone. Retainers of pressure-treated lumber or other suitable material shall be required bordering gravel or crushed stone driveways and shall be securely anchored.

K. Alternative Energy Source Design. The construction of any Alternative Energy System must comply with **applicable State and County Codes** and will require the ARC's approval. When considering a request, emphasis will be placed on the necessary size of the system and its location and manner of placement, preferring locations as close to the rear of the property as possible with wiring and other components concealed as much as possible.

Section 300.3 Procedures. See Section 200 for detailed procedures.

A. CPI Department Review. Plans along with the appropriate application must be submitted to the ARC for approval. Prior to approval of the plans, members of the CPI Department will visit the site and review the plans for compliance with the requirements of these guidelines. In accordance with the Declarations of Restrictions, approval or disapproval will be given within thirty (30) days after receipt of a properly completed application (including plans).

B. Letter of ARC Approval/Disapproval. If the plans are approved, copies of pertinent documents will be returned to the owner or builder with either a letter of approval or disapproval.

Section 400. Landscaping

Section 400.1 Objective. The primary objective of the landscaping requirements is to preserve the natural beauty of Ocean Pines. The removal of existing natural native trees and plants and the final landscaping are of prime concern.

Section 400.2 Landscape Plan. In accordance with Section 200.2.B.5 of these Guidelines, a landscaping plan shall be submitted with all house plan applications. The landscaping plan shall be drawn to a scale of 1" = 30' or 1" = 20' and shall include the following:

- A. The location of the house and outbuildings.
- B. The location of the driveway, parking areas and walks.

C. The general location of existing groups of trees and other vegetation to remain undisturbed.

D. The location and design of the proposed landscaped areas, including the varieties and sizes of plant materials shall be shown. Annuals and perennials that die back each fall shall not be a part of the permanent landscaping plan. Landscaping shall be provided along all street sides and rear, and side foundations facing the golf course or waterfront. All raised decks and porches require landscaping. Shrubbery planted as screening must be of an evergreen variety. Lattice or planking may be substituted for shrubbery. Landscaping is recommended around the balance of the foundation, deck, and porch. Any bare lands shall be mulched, seeded or sodded.

Section 400.3 Requirements.

A. **Plant Removal.** After approval of the house plans for new construction, the contractor shall clearly mark all trees and natural planting planned for removal. The CPI Department shall be notified 48 hours prior to commencement of lot clearing.

1. **Limit of Clearing.** Unrestricted removal of trees, shrubs, and other plant material shall be limited to ten (10) feet from the house or garage foundation and within three feet of the driveway (the limit of clearing). Removal of any trees more than six (6) inches in diameter, measured thirty-six (36) inches from the base of the tree and any native Magnolia, Holly, Bayberry, and Laurel which are located outside the limit of clearing shall require approval from the ARC. These are protected plants. Acceptable reasons for removal of protected plants include diseased plants and those causing danger because of leaning or impairment of vision for driving. All stumps of plants felled must be removed or cut flush with the ground; under no circumstances are any stumps permitted to remain within or under the foundation or in driveways.

2. **Plant Removal in Open Areas.** On lots where trees are all smaller than six inches in diameter outside of the limit of clearing shall require the preservation of some trees, as determined by the CPI Department. Builders/owners shall be required to replace vegetation destroyed that was not approved for destruction by the ARC.

3. **Plant Removal from Existing Homes.** A permit is required from the CPI Department for removal of tree(s) of six (6) inches diameter or greater and any native Magnolia, Holly, Bayberry, or Laurel.

4. **Clearing for Modular Homes.** When houses are to be installed in large sections by use of cranes or trailers, an installation plan shall be submitted in accordance with these Guidelines indicating the area to be cleared. Every effort should be made to site the location of the house in such a way as to maintain tree

and/or shrubs along the front property line. If, in the opinion of the CPI Department, the installation plan indicates the removal of an excessive number of healthy trees which will substantially destroy the natural beauty of the site and/or the adjoining areas, construction will not be approved.

5. Clearing for Waterfront Lots. Removal of trees and other plantings from a waterfront lot within one hundred (100) feet of the water requires Worcester County approval, which will also include their requirements for any replanting. The CPI Department will require notification the County inspection has been completed along with a copy of any County required replanting report prior to making their inspection for the Association.

B. Trimming. Trimming of all trees is permitted provided the trimming does not exceed one third of the foliage or limbs over any five-year period. All company's conducting such work must be licensed as an "Arborist" or "Tree Expert" as defined by the Maryland Department of Natural Resources. Should it be determined that trimming in excess of that described herein cause a tree to die, the ARC will require the tree be replaced by the same species and of a size as described in Section 400.3.C. **If, however, the tree dies as a result of disease, then the owner of the property is not obligated to replace it with one of the same species.** A permit must be obtained from the ARC prior to commencement of work.

C. Unauthorized Tree Removal. Any tree six (6) inches in diameter/caliper or greater that is removed without CPI Department approval must be replaced by a tree(s) of the same species, or a different species approved by the CPI Department.

1. One (1) 3-inch caliper tree for every tree between 6 inches and 12 inches in diameter.

2. One (1) 4-inch caliper tree for every tree between 13 inches and 24 inches in diameter.

3. One (1) 5-inch caliper tree for every tree greater than 24 inches in diameter.

D. Fill and Grading on Lots. Fill up to twelve (12) inches, or to the depth allowed by local jurisdictions, whichever is less, of the average grade of the lot will be allowed without prior approval of the ARC. Runoff should be diverted into ditches or waterways without crossing adjacent lots. A fill and grade plan will be required and must show how water and sediment will be controlled during construction and at final grade. A special permit may be required from Worcester County Soil Conservation District, dependent upon location and amount of material to control surface drainage to prevent erosion of bare lands.

E. Plantings.

1. Any planting with a root system that could damage the bulkhead is prohibited in the fifteen (15) foot bulkhead maintenance easement. No tree, bush, shrub, etc. of any variety with a mature height greater than four (4) feet may be planted within the maintenance easement.
2. Plantings shall be shrubbery of the evergreen variety and a minimum of 18 inches high. Shrubby shall be spaced no more than three (3) feet apart to provide continuity.
3. Landscaping may include plantings, planters, stones, mulch and chips, berms, seeding, shallow ponds, and walk edging.
4. Landscaping shall be maintained in a pleasing manner and replaced when needed. If not maintained, the Association reserves the right to perform such maintenance.

Section 500. Requirements After Plan Approval

Section 500.1 Requirements During Construction. After approval by the ARC and the subsequent issuance of a building permit by Worcester County, the following requirements shall be met during construction:

A. Posting Building Permits. The Construction Approval Permit, issued by the ARC, shall always be posted in a conspicuous place on the building site. In addition, the County Building Permit shall be posted next to the CPI Department permit, if a County Building Permit is required.

B. Culvert Pipe. A maximum 24-foot-long, asphalt coated corrugated metal pipe (or equivalent County approved material) culvert shall be installed prior to any lot clearing and start of construction. The diameter of pipe will be determined on a case by case basis to assure proper ditch drainage. However, in no case will the culvert pipe have less than a fifteen (15) inch diameter. Exceptions to this are Ocean Pines Sections 14A, 14B, 14C and 14D which have swale drainage across driveways. The invert or bottom shall be located four (4) inches beneath existing ditch bottom such that drainage in the ditch remains unimpaired. The pipe shall be installed a minimum of five (5) feet from the side property line so as not to interfere with the installation of utilities. Pipe must be covered with 12 inches of Maryland State (Worcester County) specification "A 2-4" or better material (minimum 20% clay). The OPA Public Works Department inspector shall be notified 48 hours prior to installation to insure setting of pipe at the proper grade level. Only one (1) driveway culvert pipe will be permitted for any lot unless 120 feet of road frontage exists, in which case two pipes are allowed. Special circumstances will be reviewed by the ARC for any additional driveways.

C. **As-Built Certified Foundation Survey.** After completion of the foundation, the CPI Department shall be furnished with an as-built certified survey of the foundation. No further work on the house is to continue until the as-built survey has been accepted by the ARC to be in accordance with approved plans. The ARC shall complete this review within two working days after the survey has been received. The ARC may also require an as built construction survey for those structures located at or near a BRL. In addition, for houses planned to be between 34 feet and 35 feet in height, a final elevation survey is required.

D. **Trash Containers and Portable Toilets.** The owner or builder shall be required to furnish a commercial trash container and a portable toilet on site but not the street right of way. Building sites must be maintained in a neat and orderly fashion.

E. **Change in Plans During Construction.** All changes to the exterior of a structure, parking layout, trees to be removed, and any other change affecting the appearance of the project upon its site and to its neighbors shall receive prior approval of the ARC. Changes proposed during construction shall be submitted in writing and plan form to the ARC for approval.

F. **Construction Work Hours.** All construction is limited to the hours between 7:30 am. and 8:30 pm. on weekdays and from 8:00 am. to 5:00 pm. on weekends and holidays.

Section 500.2 Requirements Before Deposit Money Can Be Refunded. In addition to items outlined above, the following shall be required before any money paid as completion deposits will be refunded.

A. **House Number.** The street address house number shall be posted so as to be visible from the street. It may be displayed on the front of the house or on a sign in the front yard (note: the house number is not the same as the lot and section number and can be obtained from the CPI Department office). House numbers shall not be less than 4 inches or no greater than 8 inches in height, a contrasting color, and visible from the street.

B. **Service Area.** Trash and rubbish containers are required and shall be concealed. An enclosed service area, large enough to store two (2) 20-gallon containers for ashes, trash, rubbish or garbage, shall be required. An enclosed garage, shed, or utility structure, satisfies this requirement if utilized for this purpose and so noted on the application.

C. **Fuel Storage Tanks.** Tanks for the storage of fuel buried below the surface of the ground shall be noncorrosive. Tanks installed above ground shall be screened by fencing or shrubbery.

D. Deck Screening. All raised decks and porches must be screened if the deck/porch is 18 inches or more above ground level. Evergreen plantings placed 3 feet apart to provide continuity, may be employed provided they screen at least half of the open area (see ARC Guideline 400.2).

E. Property Damage. During inspections, the CPI Department will monitor any damage to ditches, culverts, median and utility work, or roadway resulting from construction, including any utility work. The cost of repairing any damage will be borne by the lot owner and/or contractor. Before any construction deposit money is returned, these areas will be inspected for any damages or change in elevation occurring during construction.

Section 500.3 CPI Department Inspections. All construction is subject to continuing adherence to the ARC Guidelines and OPA Restrictions and will be verified by inspections. CPI inspections are in addition to Worcester County inspections. The inspection by Worcester County will not satisfy the requirement of, or be in lieu of, an inspection by the CPI Department.

A. Inspection Schedule. The following inspection schedule will be followed.

1. Contractor/Owner contacts CPI Department office for site inspection. Inspector checks that permit is posted and checks the lot for proper limit of clearing.

2. Contractor/Owner contacts CPI Department when lot is cleared. Inspector checks that limit of clearing has not been exceeded and stabilized construction entrances and erosion controls are in place.

3. Contractor/Owner contacts CPI Department when foundation is in and submits "Foundation Location Survey". Inspector checks BRL setbacks, conformance with approved plan, that a commercial trash container is on site for construction debris, that a portable toilet is on site and sited properly, and that the foundation is parged.

4. Contractor/Owner contacts CPI Department after framing for color inspection before installing siding. Inspector will check siding for approval with permit and for any changes from approved plans.

5. Contractor/Owner contacts CPI Department for final inspection. Inspector checks: for conformance with approved plans, that driveway retainers are installed, for house number, deck screening, landscaping and ground cover, for ditch damage, for roadside damage, for damage to median, for road damage, and that a service area for two (2) 20 gallon trash containers is installed unless enclosed garage,

shed or storage structure will be used for trash containers. Inspector also checks that the culvert pipe elevation has not changed due to construction activity.

B. "Stop Work" Orders. Any physical changes, additions, deviations, unsightly construction site, or noncompliance in any way or at any time from Ocean Pines' Restrictions or ARC Guidelines during construction constitutes a violation and will result in stoppage of all work through the immediate issuance of a "Stop Work" order. The "Stop Work" order will be rescinded when the violation has been corrected.

C. Construction Start and Completion. If construction has not started within six months from the approval date, the approval is rescinded, and the complete package must be resubmitted to the CPI Department. Canceled or rescinded plans are retained by the CPI Department for one (1) year, after which they will be cleared from the files. Once construction is started on any lot, the improvements, including landscaping, must be substantially completed as to exterior appearance within twelve months from the approval date. Request for a six-month renewal permit may be submitted to the ARC for approval.

Section 500.4 Utilities.

A. Easements. Utility easements five (5) feet in width along each side property line and ten (10) feet in width along the front and rear property lines exist on each lot in Ocean Pines. Although not shown on the plats, these easements have been dedicated to the utility companies. Property owners should be aware of these easements and should understand that any construction within the easements require approval by the ARC. (Plantings and landscaping do not require approval). However, landscaping or structures located therein may be subject to damage during the installation of utilities, with the cost of replacement or repair borne by the owner. Property owners may contact the CPI Department to determine if any other easements exist on their lot.

B. Storm Drainage. Storm drainage shall not be connected to the sanitary sewer, nor should it be piped directly into a canal, river or bay through the bulkhead wall or over the bulkhead cap.

Section 600. Sign Regulations

Section 600.1

A. General. All signs, billboards or advertising structures of any kind are prohibited except upon application to and written permission from the ARC.

B. Intent. The ARC will permit temporary signs only if it deems them essential and in the general interest of the community, do not adversely affect property values and strictly adhere to the criteria below.

Section 600.2 General Criteria. The criteria in this section apply unless otherwise stated in applicable subsections of section 600.3.

A. **Size.** Signs shall be a maximum of 4 square feet provided no side shall be greater than 38 inches.

B. **Height.** Signs shall be installed so as not to exceed five (5¹) feet from ground level to top of sign.

C. **Location.** No sign shall be nailed or in any way fastened to trees. All signs shall be located between the front property line and the structure and may be parallel or perpendicular to the street. No signs will be permitted to be placed in the right of way, **in easement areas or on any structure owned or operated by OPA.**

D. **Materials.** Wood is recommended; however, dependent upon purpose and time span involved, other materials may be considered. In any case, the material must be substantial enough, as determined by the CPI Department, to not fall quickly into a state of disrepair.

E. **Colors.** Preferably, all signs are to have a natural wood or brown background with complimentary color letters.

F. **Wording.** Wording shall be clear and concise and be limited to pertinent information.

G. **Number.** In addition to an address plate, only one (1) sign of any type shall be permitted on any numbered lot.

H. **Placement.** Signs must be placed no sooner than the approved date and removed within three days of the removal date. All placements and removals are the responsibility of the person signing the application.

I. **Approval.** **Political signs supporting the election of a State or National candidate, or for the vote of a referendum, do not require ARC approval in writing before posting. Political signs may not exceed the size of any other sign. All other signs must first be approved by submitting a CPI Department Application for approval. More than one sign may be addressed in one application.**

Section 600.3 Specific Sign Criteria.

A. **Name and/or Address Plate.** A name and/or address plate will be permitted for the purpose of identification of the owner or occupant of a dwelling or building. The sign shall be limited in area to two (2) square feet and may be affixed to a permanent post (i.e., lamp post) or stand on its own, or may be attached to the structure, with no height limitation. These signs shall not require written approval from the ARC if they conform to the criteria of section 600.2 as modified by this paragraph.

B. Construction Sign. One temporary sign will be permitted for the purpose of identifying the principal contractor or vendor performing improvement or new construction work. Wording is limited to contractor's name, telephone number, logo, and MHIC number. Franchises, slogan, addresses, etc. will not be permitted. The sign shall be located behind the front property line. The sign shall not be posted prior to the issuance of the CPI Department construction permit and shall be removed within one (1) week following exterior completion of work (including landscaping), and/or prior to occupancy. In any event the sign shall not be posted for a period longer than one (1) year. The sign shall conform to the criteria as stated in section 600.2 as modified in this paragraph.

C. Real Estate Agency Signs. No real estate agency sign or logo of any type shall be permitted on any numbered lot, in any median strip or elsewhere in Ocean Pines other than Open House signs as described in Section 600.3.F below.

D. Real Estate For Sale or Lease Signs. A temporary sign limited to one per lot, for the purpose of advertising real estate for sale or lease by owner may be placed on any lot. Wording of such signs is limited to "For Sale by Owner" or "For Rent by Owner" and the "owners" telephone number. These signs shall not require written approval from the ARC if they conform to section 600.2 as modified by this paragraph.

E. Real Estate Stakes. In lieu of real estate agency signs, property corner stakes identifying the agency may be used for the purpose of locating a lot. These stakes shall not be greater than 2" x 2" or 1" x 3". The top shall not be higher than 3' above ground and shall be painted with not more than three colors to identify a realtor. An "Application for Real Estate Stake Approval" shall be submitted to the CPI Department for the purpose of recording color combination to avoid duplication. Applications must be renewed annually. Where such stakes are used, no other identification, such as allowed in Section 600.3.D will be permitted.

F. Open House Signs. Builders, owners, and real estate agencies may apply for annual approval of such signs, using the "Open House Sign Application" available at the CPI Department Office. All open house signs must adhere to the general criteria of section as modified by this subsection. The following restrictions apply:

1. All signs shall be self-standing.
2. Signs shall be restricted to the wording "Open House", directional arrows, and the permit number. No advertising matter or logos may appear on the signs. Balloons will not be attached to the signs.

3. One sign may be placed on the median strip of Ocean Parkway at the nearest intersecting road. Other signs may be placed at intersecting roads for the purpose of indicating a change in direction only.

4. Display of signs shall be limited to daylight hours.

G. Real Estate Flags. Real estate flags are not allowed.

H. Brochure Boxes. Realtor, Construction Company, and/or owner's sales brochures can be placed on properties in brochure boxes. Two designs for the box are approved. One design is similar in size to a straight mailbox and painted to match sign criteria colors (e.g. brown with orange or yellow lettering) or clear. The second design approved for the box is like the type of boxes that are used to hold various newspapers and shall also match the sign criteria colors or be clear. If at any time a brochure box becomes unsightly or a public nuisance, the CPI Department shall have the right to remove the box.

I. Yard, Garage, Rummage, Etc. Sale Signs. Signs for yard or garage sales shall be limited for use only on Saturdays and Sundays during the hours of 6:00a.m. to 4:00 p.m. Signs shall conform to the requirements of Section 600.2 as modified by this paragraph and may not be attached to trees, road signs, or any permanent structure. Signs are prohibited on the Route 589 side of the North Gate Bridge. At the South Gate, signs are limited to placement at the intersection of Manklin Creek Road and Ocean Parkway. No signs are permitted on Cathell Road. It is the responsibility of the person or persons that place any signs for yard sales to remove all signs by 5:00 pm. on the last permitted sale date. Yard sales are limited to a total of four (4) per year per developed lot.

J. Political Candidate and Referendum Signs.

1. Property Owner Approval. Signs may not be displayed on any developed lot or vacant lot without approval of the property owner.

2. Common Property. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. No political signs, displays, or literature may be placed on or in any property, right-of-way, building, bulletin board, structure, road sign, or tree owned by or under control of the Association.

3. Time Intervals. Signs for political candidates or referendum issues must be removed within seven (7) days after an election.

4. Specifications. Signs must be in conformance with Section 600.2 but may be in any color or material.

5. Number. Only one sign per candidate may be displayed at any one time in the front of the property. Signs with two (2) or more candidates' names may be used provided they conform to the size criteria. In the case of waterfront lots, golf course lots, and those backing on Rt. 589, Rt. 90, or Beauchamp Road, signs may be placed in front and rear of the property.

6. Handout Materials for County, State, or National Elections. To ensure the safety and protection of pedestrians and drivers, to prevent traffic problems from developing, and to control litter and trash possibilities, handout materials may be distributed only on election days at the designated polling locations within the parameters established by state or county laws and regulations.

K. Advertising and Direction Signs for Temporary Functions of Community Organizations and Churches. Any color combination may be used when the sign is four (4) square feet or under in area. Any sign over 4 square feet must be approved by the ARC on an individual basis. Signs may be placed on common property, and on lots only with the permission of the lot owner. Signs advertising an event may be placed no sooner than three (3) weeks prior to the start of the event. Direction signs may be placed no sooner twenty-four (24) hours prior to the start of the event. All signs must be removed within twenty-four (24) hours after the end of the event. Approval of the ARC is required. Permits may be granted for three consecutive years for an annually recurring event.

Section 600.4 Unauthorized Signs and Flags.

A. Removal of Unauthorized Signs and Flags. Any sign or flag not adhering to the requirements of this section may be removed by an authorized agent of the Association.

B. Disposition of Unauthorized Signs. The CPI Department will attempt to contact the owner of the sign or flag. Owners may recover signs and flags from the CPI Department. Signs not recovered within 15 days will be destroyed.

Section 700. Home-Based Businesses

Section 700.1

A. General. No numbered lot shall be used except for residential purposes. No structures shall be erected, placed or permitted to remain on any lot other than one (1) detached, single family residence dwelling and such outbuildings constructed in connection with such residence as are usually accessory to a single family residence dwelling including a private garage. The ARC will consider reasonable variances and adjustments of these Restrictions in order to overcome practical difficulties and prevent unnecessary hardships in the application of the provisions contained herein, provided, however, that such is done in conformity with the intent and purposes

hereof and provided also that in every instance such variance or adjustment will not be materially detrimental or injurious to other property or improvements in the neighborhood, the Section or the Subdivision. **The approval to operate a Home Based Business will only be granted to the legal owner of the property for a business they own or tenant with the approval of the property owner.**

B. Variance for Home-Based Businesses. Under certain circumstances, the granting of reasonable variances for the conduct of Home-Based Businesses which will not be materially detrimental or injurious to other property or improvements in Ocean Pines may be appropriate. Accordingly, the ARC has adopted guidelines set forth in Section 700.2 for the purpose of advising property owners in the Subdivision of the minimum conditions that must be met in order for the ARC to consider and act upon any request for a variance for a Home Based Business. Applications meeting the conditions will be approved only where the ARC finds that such approval conforms to the requirements for variances as defined in the Restrictions.

C. County. The Worcester County Board of Appeals requires the application be made to the county for a Home-Based Business. This is in addition to the application required by Ocean Pines.

Section 700.2 Conditions for Home-Based Businesses. The following conditions must be met to obtain the approval for a Home-Based Business:

A. All Home-Based Businesses must be conducted solely within the structure, except in the case of childcare.

B. Signs of any type referring to the Home-Based Business, including window signs, will not be permitted.

C. Conduct of the Home-Based Business must be incidental to the primary residential use of the property. Not more than twenty-five percent (25%) of the gross floor area of the structure, less garages, porches, and decks, may be utilized in whole or in part for the conduct of the Home-Based Business. The remaining livable gross floor area shall be in accordance with applicable Declarations of Restrictions.

D. Nothing, other than parts or supplies used in the business shall be stocked on the premises, and nothing sold except what is produced on the premises or as permitted by special exception by the ARC.

E. No person may be engaged or employed on the home business premises other than a member of the immediate family **that owns the property and is** residing on the premises.

F. A Home-Based Business may not include a boarding house, rooming house, Bed and Breakfast, or private educational institution.

G. The Home-Based Business shall not generate substantial amounts of vehicular or pedestrian traffic. No more than two (2) vehicles used for the home business will be permitted and shall not be parked in the road right of way. Vehicles used in conjunction with a home business must meet the weight limitation of Section 800.

Section 700.3 Application to ARC to Operate a Home-Based Business.

A. **Initial Application.** Persons applying for a Home-Based Business shall complete the "Application for Variance for Home Based Business" form available at the CPI Department office. Applications must address each of the conditions listed in section 700.2 in narrative form. A fee will be charged. ARC approval is valid for one (1) year.

B. **Renewal.** Each year the application must be resubmitted to the ARC and will be re-evaluated for continued approval. A fee will be charged.

Section 800. Oversize Vehicle, Recreational Vehicle and Trailer Regulations

Section 800.1

A. **General**

1. **Trailers.** No temporary house, trailer, tent, garage or other outbuilding shall be placed or erected on any lot, provided, however, that the ARC may grant permission for any such temporary structure for storage of materials during construction. No such temporary structure as may be approved shall be used at any time as a dwelling place, nor shall any overnight camping be permitted on any lot.

2. **Oversize Vehicles, RVs Recreational Vehicles.** No oversize vehicle defined as having a GVWR greater than Class 3, including but not limited to commercial trucks, trailer trucks, and buses shall be parked or stored overnight or longer on any lot or street in the Section or Subdivision unless prior written approval from the ARC has been obtained. Any Recreational Vehicle is prohibited from being parked anywhere in Ocean Pines without written approval for the ARC being first obtained.

B. **Objective.** Pursuant to this authority and other requirements of the Restrictions, the ARC, by these Guidelines, establishes minimum standards for the storage of oversize vehicles, RV's, slide in campers and trailers on lots in Ocean Pines to provide minimum visible impact on the community and maintain property values. Additionally, any vehicle, trailer, slide in camper, or tent may not be used as a dwelling place or for overnight camping on any lot in Ocean Pines. The ARC has determined that since its inception by Boise and follow-on ownership/management, the Ocean Pines community was established as a residential and recreational community to include swimming, tennis, golf, and boating. The Declarations of

Restrictions place few, if any, restrictions on these activities. Thus, the ARC exempts boats and boat/PWC trailers from this restriction. All other trailers that are smaller than sixteen (16) feet in length and less than four (4) feet in height are also exempt from the specifications of 800.2 and 800.3 below.

Section 800.2 Specific Guidelines.

A. Location. Storage shall be wholly within the property lines of the owner's lot and where possible, should be located behind the front building restriction line or behind the front line of the house structure and screened from public view. Storage shall be prohibited on any portion of the street or right-of-way.

B. Number. The ARC has established the following limitation on motorized watercraft stored on a lot; one boat with trailer and two PWC on trailers. These may be stored on the lot, on their trailers when not in the water. If the watercraft is kept in the water, its empty trailer may be stored on the lot. All other unscreened trailers are prohibited, except during a construction project or, when approved by the ARC.

C. Screening. Screening shall be evergreen landscaping of such height and type of growth to effectively conceal the vehicle. With proper approval, fencing may be used to screen the vehicle when landscaping is not practical. The CPI Department shall have the right to request the removal of the vehicle if these conditions cannot be met.

D. Use During Storage. No vehicle or trailer shall be used as a dwelling place, nor shall any overnight camping be permitted on any lot in any vehicle.

E. P.O.D.S. - Portable On Demand Storage Containers. Portable on Demand Storage Containers (PODS), or similar types of storage containers, for the purpose of loading and unloading, are limited to one (1) unit per improved lot. The container requires a permit from the CPI Department and can remain no longer than thirty (30) days. The container must be in the residence driveway or paved parking area.

Section 800.3 Permit Procedures.

A. Short term parking or storing an oversized vehicle overnight or longer requires a permit issued by the ARC. A temporary parking permit form may be obtained from the CPI Department office. There are two (2) types of temporary parking.

1. Two-week periods. No more than four (4) two-week temporary permits will be issued per year and there must be separation of at least two (2) weeks between periods.

2. 48-hour periods. No more than twelve (12) times per year for the purpose of loading and unloading the RV between trips. This is an annual permit.

B. Long term parking or storing of an oversized vehicle requires a permit issued by the ARC if the conditions of Section 800 of the ARC Guidelines are met. The CPI Department requires the following information to be submitted with each application for long term storage:

1. Site plan showing the proposed location of the vehicle, and proposed screening, either fencing, evergreen plantings, or a combination thereof.

2. Application for long term parking permit filled out and signed by the lot owner.

3. Payment of Filing and inspection fees, plus completion agreement.

Section 900. Soil Erosion and Sediment Control

Section 900.1 Purpose.

A. Intent. To establish minimum requirements and procedures to control the adverse effects caused by accelerated soil erosion and sedimentation during the period of construction. This section is in addition to any applicable State or County regulations or requirements.

B. Applicability. No owner/developer shall disturb any lot in Ocean Pines without implementing soil erosion and sediment controls in accordance with the requirement of Section 900.2. The ARC may grant a written variance from the requirements of Section 900.2 if strict adherence to the specifications will result in unnecessary hardship and not fulfill the intent of this section.

Section 900.2 Requirements.

A. Plan. An erosion and sediment control plan shall be shown on the site plan as part of a new construction submittal if disturbance on the lot exceeds 5,000 sq. ft. or more than 100 cubic yards of fill are to be placed on the lot.

B. Required Practices for New Construction. The following is required for any new construction, plus any addition where the existing driveway will not be used:

1. A stabilized construction entrance shall be established to reduce erosion into the drainage system. It shall be required on all numbered lots undergoing clearing and grading for new construction. Once established, all deliveries and construction vehicles are to use this entrance. The following materials are required:

a) Ten (10) tons of stone, 2 ½ inches, or larger, covering a minimum of twenty (20) feet wide x twenty-five (25) feet deep, starting at the edge of the paved

roadway, shall be installed after clearing the site of the proposed driveway and the placing of the culvert pipe and culvert pipe fill.

b) Straw bales shall be installed as head walls after the culvert is in place. They should be installed no less than four (4) inches below grade and be securely anchored. If deterioration or damage occurs to the bales during construction, the bales must be replaced immediately.

C. Perimeter Erosion Controls. Perimeter erosion controls are required to prevent sediment from washing into drainage ditches and waterways. Perimeter controls shall be installed parallel to all waterways and major outfall ditches that abut lots where clearing and grading have been performed. Front drainage ditch protection shall be installed if the lot needs substantial fill between the building location and the front ditch. The following materials are required:

1. A filter fence shall be securely anchored and installed no less than six (6) inches below the existing grade and no less than eighteen (18) inches tall. Straw bales may be substituted for a filter fence and installed no less than four (4) inches below grade and securely anchored.

2. A filter fence and/or straw bales shall be installed within seven calendar days after breaking ground for construction. These erosion controls shall not be removed until disturbed areas have been stabilized or landscaped.

3. Perimeter controls shall be maintained so as not to fall into a state of disrepair or cease to function properly.

Section 1000. Satellite Dishes

Section 1000.1 Purpose.

A. Intent. To establish minimum requirements and procedures to control any adverse visual impact from the placement of satellite dishes.

B. Authority. Ocean Pines Declaration(s) of Restrictions prohibits such structures. FCC regulations since the Restrictions were written allow an individual to place a dish up to 1 meter in diameter on their property.

Section 1000.2 Guidelines.

A. No trees may be removed to provide line of sight. Proposals to trim trees must be approved by the CPI Department.

B. Satellite dishes may not exceed one (1) meter in size.

C. The preferred locations for dish placement are at the rear of the house or behind the front foundation line of the house. If line of site can be achieved only from the front yard then landscaping to screen the dish from the street is required.

Section 1100. Supplemental Guidelines

Section 1100.1 Vehicle Storage.

A. **Intent.** To minimize the negative visual impact and loss of property value caused by long term storage of unregistered and/or non-operative vehicles on Ocean Pines lots.

B. **General.** No stripped down, partially wrecked, or junk motor vehicle, or sizable part thereof, shall be permitted to be parked on any street in the Section or Subdivision or on any lot. No vehicle shall be parked on any street in the Subdivision.

C. **Guidelines.**

1. All vehicles must be parked on the residence driveway or paved parking area.

2. In the process of evaluating whether a motor vehicle is to be included in the "junk" category, conditions such as, but not limited to, flat tires, missing headlights, broken windows, the absence of current state registration and other on-site conditions, are to be considered.

Section 1100.2 Ocean Pines Easements.

A. **Intent.** Allows Ocean Pines Public Works Department personnel to maintain the front easement area on the lots in the subdivision.

B. **General.** Declarant reserves for itself, its successors and assigns, for purposes incident to its development of the real property subject to these Restrictions, the following easements and /or rights-of-way:

1. For the use and maintenance of drainage courses of all kinds designated on the plat as "Drain age Easements". These easements are ten (10) feet in width unless otherwise specified on the recorded plats and are centered about the existing drainage channels.

C. **Guidelines.** Owners are prohibited from placing or erecting structures, light reflecting devices, signs or other obstacles higher than 10 inches in the Ocean Pines easement area. In general, this easement area extends from the residence side of a drainage ditch to the roadway edge.

EXHIBIT 1

ALLOWABLE COVERAGE / BUILDABLE AREA CHART		
BUILDABLE AREA	ALLOWABLE COVERAGE %	ALLOWABLE COVERAGE SQ.FT.
2,000	100.0%	2,000
2,100	100.0%	2,100
2,200	100.0%	2,200
2,300	97.5%	2,243
2,400	95.0%	2,280
2,500	92.5%	2,313
2,600	90.0%	2,340
2,700	87.5%	2,363
2,800	85.0%	2,380
2,900	82.5%	2,393
3,000	80.0%	2,400
3,100	78.0%	2,418
3,200	76.1%	2,435
3,300	74.3%	2,452
3,400	72.6%	2,468
3,500	71.1%	2,489
3,600	69.6%	2,506
3,700	68.2%	2,523
3,800	66.8%	2,538
3,900	65.6%	2,558
4,000	64.4%	2,576
4,100	63.2%	2,591
4,200	62.1%	2,608
4,300	61.1%	2,627
4,400	60.1%	2,644
4,500	59.2%	2,664
4,600	58.3%	2,682
4,700	57.4%	2,698
4,800	56.6%	2,717
4,900	55.8%	2,734
5,000	55.0%	2,750

WHITETAIL SANCTUARY (SECTION 15B) ALLOWED TO GO 30% OVER ALLOWABLE COVERAGE

GLOSSARY

Architectural Fence - a structure, usually made of wood or vinyl, used to enhance the appearance of and be architecturally compatible with the house.

As-Built Certified Survey - A property survey done by a State licensed surveyor showing the exact location of any improvements/encroachments.

Boat - A vessel propelled by oars, sails or power, but excluding canoes, kayaks, or other similar light watercraft.

Boathouse - A boat covering structure, whether call a boathouse, a boat tent, or other terminology to describe similar roofed housing.

Boatlift - A device used to raise, lower, and usually store a vessel over the water. (Also see davit, personal watercraft lift.) Boatlifts shall be inclusive of all post and floating lift systems, but exclusive of davits where the davit base is not within the water.

Building Area - Calculated as the gross lot area, less setbacks.

Building Restriction Line (BRL) - The line established by law, beyond which a building shall not extend, except as specifically provided by law.

Carport - An open-sided structure under which a car or other vehicle is stored or parked.

Change During Construction - Any change directly connected to the structure being improved. Does not include separate additions such as outbuildings not originally submitted for approval.

Coverage - The amount of land within the building area that is covered with a roofed structure. Detached structures are not included.

Davit - A type of crane used to raise or lower a boat, watercraft, or cargo, but not used to store a vessel. Also, may be used in pairs as a boat lift in lieu of the more traditional design. (See Boat Lift)

Detached Structure - Any structure not attached to the primary structure.

Dock - Dock and/or pier, (hereinafter referred to as dock) will constitute the same meaning, i.e.: A structure for the means of mooring a vessel. This includes fixed or floating structures or a combination thereof.

Dock Box - A lockable storage container attached to a pier (dock) used to store marine related items - gas cans, ropes (lines), tools, flotation devices, etc. It can be made of various materials that shall be impervious to, or will not deteriorate in, a marine environment. The size of a dock box will be no wider than six feet, no deeper than 30 inches, and no taller than 30 inches.

Dock Walkway - Structure connecting the shore to a dock.

Dog Run - A pre-manufactured wire enclosure located behind the front foundation line of the house used to safeguard pets.

Easement - A right or privilege to a property held by someone other than the owner, usually a right to run/install utilities.

Elevation Drawing - A drawing that includes separate views of each exterior side of a building.

Excavation - The moving or digging of earth in preparation for construction.

Exception - Authorization from the ARC to deviate from a limitation imposed by these Guidelines.

Fill - Sand, gravel, or loose earth used to bring a subgrade up to a desired level. Depth may not exceed 12 inches without ARC approval.

Filter Fence - Woven fabric fence with steel or hardwood posts placed on a site during construction to control erosion and sediment.

Fire Pit - A self-contained structure, either fixed or portable, usually constructed of masonry or metal, in which a fire is contained.

Floor Plan - An architectural drawing, to scale, showing walls, doors, window openings, stairs, and rooms as one would view the building from overhead without a roof on.

Foundation Location Survey - A property survey done by a State Licensed surveyor showing the exact location of the building foundation.

Garage - An enclosed structure for housing one or more vehicles.

Installation Plan - A site plan for modular homes indicating the area to be cleared for the location of the crane and the location of any improvements.

Landscape Plan - A plot of the lot showing building outlines and approximate planting locations, including lines of clearing and areas to be left in a natural state.

Lattice - Framework structure of crossed or interlaced wood/plastic strips.

Livable Area - Gross floor area of a structure minus garages, porches, and decks.

Lot Line - The line forming a legal boundary of a property.

Occupancy - The use of the building in accordance with the approved plans and specifications.

Outbuilding - A building, such as a shed or garage, that is located on the same lot as the main building, the use of which is incidental to that of the main building.

Overhang - The extension of a roof or upper story beyond the wall of the structure below.

Oversize Vehicle - A motorized vehicle with a GVWR of Greater than Class 3.

Parge - A cement coating applied to a wall for refinement and moisture proofing of the surface.

Permit - Written approval from the ARC.

Personal Watercraft (PWC) - A power driven ship that has a fully enclosed hull; and does not take on water if capsized; and is designed to be operated by a person standing, sitting astride, or kneeling on it, but not seated within it.

Personal Watercraft Lift - A device used to raise, lower and store one or two personal watercrafts. (Also see Boat lift.)

Pier - (See Dock)

Pitch - The slope of a roof in the form of a ratio: the vertical rise over the horizontal run.

Plat - A graphic description of a surveyed piece of land indicating the boundaries, location, and dimensions. It is recorded in the official county office and also contains information as to easements, restrictions, and lot numbers.

Play or Pet Enclosure - An enclosed structure located behind the front foundation line of the house, usually made of wood or vinyl, used to safeguard children or pets.

Privacy Fence - A contiguous structure usually made of wood or vinyl, which adds privacy to the house.

RV/Motorhome - A vehicular unit designated as a Class A, B or C Motorhome, built on a self-propelled motor vehicle chassis, having a self-contained or semi-contained living quarters. Also considered to be an RV are truck campers, pop-up campers and travel trailers.

Riparian Right - The right to use a bank of a body of water by one who owns that land.

Setback - Distance from the property line to the point where the building area begins. (See Building Restriction Line)

Shed - A free standing structure serving for storage or shelter.

Siding - The outside finished covering on a framed wall.

Sign - Signs include all temporary signs, billboards, advertising flags, address plates, real estate stakes, brochure boxes, or displayed advertising of any kind.

Site Plan - A drawing showing to scale the size and location of all new construction and all existing structures on a site, distances from lot lines, and drawn in accordance with an accurate boundary line survey.

Storage Structure - A free-standing structure (also called cabinet, storage unit, etc.) having less than 20 sq. ft. in floor area and 78" or less in height used for storage or shelter.

Structure - An assembly of parts manufactured of various materials.

Substantially Completed - Construction work on the exterior of the house is completed in accordance with the approved plans.

Temporary Fence - A structure, usually made of wood, wire, vinyl, or a combination of these materials, used to temporarily enclose a garden or newly seeded area.

Trailer - A wheeled towed vehicle that may be enclosed, have a flat bed, have a frame designed for holding a particular load, or designed as a recreational vehicle.

Variance - Authorization from the Architectural Review ARC to deviate from a limitation imposed by the Declarations of Restrictions.

Vehicle - A wheeled conveyance that transports people or objects.

Vertical Survey - A property survey done by a state licensed surveyor showing the exact height of the building.

Violation - An infringement of the Restrictions or Guidelines.

Walkway and/or Platform - A structure to get from shore (natural or bulkheaded) to a floating dock. Such a walkway shall be limited to a maximum width of 3' and of such length as restricted by current county codes.

Zoning- The reservation of certain specified areas within a community or city for building and structures, or use of land, for certain purposes with other limitations such as height, lot coverage, and other stipulated requirements.

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Architectural Review Committee

Guidelines

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INTRODUCTION

The appeal of Ocean Pines depends on the cooperation of residents and property owners in creating and maintaining clean and aesthetically pleasing homes and surroundings. The privileges of residing in pleasant surrounds are not without responsibility. While mutual courtesy and consideration are certainly requisites, the existence of an independent Committee to ensure that standards of residential design and maintenance are adhered to is of utmost importance.

The Environmental Control Committee (ECC) was specifically formed to address these issues. The Committee is comprised of three members and two alternates from the Community who are appointed by the Ocean Pines Association Board of Directors to address permit requests, formulate guidelines, and monitor compliance with the Declaration(s) of Restrictions and these Guidelines. The primary goal of the Committee is to ensure that the property owner continues to enjoy the property values and amenities that go hand-in-hand with life in Ocean Pines.

The Environmental Control Committee (ECC) was formed and named in 1968. In 2000 the name of the Committee was changed to the Architectural Review Committee (ARC), a name which more appropriately describes the role of the Committee. While the Declarations of Restrictions reference the original name for the Committee, these Guidelines utilize the newer name unless directly quoting the Declarations of Restrictions.

In these Guidelines, the responsibilities for specific areas of the Guidelines fall to both the Architectural Review Committee, herein call the Committee, or the Compliance, Permits, and Inspections Department staff, herein call the CPI Department. The CPI Department is a paid staff of professionals that handle the day to day requests for information, application permits and variance requests, and inspections. It is also the responsibility of the CPI Department to issue letters when violations of the Declarations of Restrictions and the ARC Guidelines are determined to have occurred.

Each individual Section of the Community has its own Declaration of Restrictions. These must be followed and may be more restrictive than the ARC guidelines. The more restrictive must be followed. Both these Guidelines and the individual Declaration of Restrictions for the appropriate Section must be reviewed in order to ensure complete compliance with all applicable requirements.

It should also be understood that failure of either the Committee or the CPI Department to act immediately upon any violation does not constitute acceptance or approval.

IN SOME CASES, IN ADDITION TO THE APPROVAL FROM OCEAN PINES, THE HOMEOWNER WILL ALSO NEED THE APPROVAL OF WORCESTER COUNTY BEFORE STARTING A PROJECT. THERE CAN BE DIFFERENCES BETWEEN THE REQUIREMENTS OF THE COUNTY AND OCEAN PINES. THE HOMEOWNER NEEDS TO UNDERSTAND THAT WHERE DIFFERENCES EXIST, THE STRICTEST GUIDELINE WILL BE ENFORCED.

Terms used in these Guidelines are defined in the Glossary.

Section 100. General Provisions

Section 100.1 Purpose

A. Authority. The Declaration of Restrictions for each Section of Ocean Pines authorizes the Architectural Review Committee (ARC) to implement certain portions of the Restrictions and the Guidelines. The ARC has recommended, and the Board of Directors has approved these Guidelines. Reasonable consideration has been given to the character of each separate Subdivision (Section) of the Community and to the requirement of orderly development of the Community as a whole.

B. Public Health, Safety, and Welfare. The primary consideration in the adoption of these Guidelines is to ensure owners and their guests maximum enjoyment from the use of the common elements in relation to their lots and protect, preserve, enhance, and perpetuate maximum property values and aesthetic character consistent with the health, safety, and general welfare of the owners within the community. The Guidelines are subject to change by the ARC, with concurrence by the Board of Directors at any time with thirty (30) days prior notice so long as the changes are consistent with the Declarations, By-Laws and plats.

C. Restrictions. All actions of the ARC shall be guided by the purpose contained in the Objective and Design Requirements herein, by the Declarations of Restrictions for each section of Ocean Pines, and by the Worcester County Zoning Ordinance. The requirements of the Ordinance, particularly regarding building setbacks, may be different from the Restrictions. The ARC will apply the stricter of the setbacks described. The Restrictions require that any structure to be erected, or improvement to be made, on a numbered lot in Ocean Pines shall require approval in writing from the CPI Department before any work can begin. However, property owners are individually responsible for compliance with the Worcester County Zoning Ordinance.

D. Permits. Permits are issued by the ARC and are required before any structure can be erected on any numbered lot in Ocean Pines. The permitting process begins by submitting an application (from the CPI Department) and paying fees and other charges as may be required.

E. Fees and Deposits. These are established and approved by the Board of Directors and are subject to change without notice. Applicants should contact the CPI Department to ensure the schedule is current.

F. Forms. The various forms referred to in these guidelines are available at the CPI Department office and on the OPA Website (www.oceanpines.org).

G. Variances to the Declarations of Restrictions. Variances from any restriction will first require ARC approval and subsequent approval (if necessary) from

the Worcester County Board of Zoning Appeals. The ARC may allow reasonable variances and adjustments of these Restrictions in order to overcome practical difficulties and prevent unnecessary hardships in the application of the provisions contained herein; provided, however, that such is done in conformity with the intent and purpose hereof and provided also that in every instance such variance or adjustment will not be materially detrimental or injurious to other property or improvements in the neighborhood, the Section or the Subdivision. As a courtesy, and at the discretion of the ARC, notification to adjacent property owners will be made and the adjacent property owners' comments requested.

H. Exceptions to the Guidelines. An exception to the Guidelines is not a variance, which only refers to adjustments to restrictions found in the Declarations of Restrictions. An exception refers strictly to items found only in the Guidelines, such as height criteria or buildable area. The ARC will consider an exception to the Guidelines when the request will not be materially detrimental or injurious to adjacent properties ("does no harm"), to the best of their knowledge does not exceed any Worcester County Codes, meets the needs of the owners, and makes sense. As a courtesy, notification to adjacent property owners may be made and the adjacent property owners' comments requested.

Section 100.2 Objectives

A. To preserve the natural beauty and setting of the Ocean Pines subdivision and to prevent indiscriminate clearing of property, removal of trees, and earthmoving.

B. To ensure that the location and configuration of structures are visually harmonious with their sites and surrounding sites and structures, and do not unnecessarily block scenic views from existing buildings or tend to dominate the developed areas of the natural landscape.

C. To ensure that the architectural design of the structures and their materials and colors are visually harmonious with Ocean Pines' overall appearance, with surrounding development, with natural land forms and native vegetation, and with approved or proposed development plans, if any, for the areas in which the structures will be located.

D. To ensure that plans for landscaping of open spaces conform to the regulations prescribed herein, provide visually harmonious settings for structures on the same site and on adjoining and nearby sites, and blend with the natural landscape.

E. To prevent any neighborhood from evolving into a "tract development" appearance caused by repetitive plans of similar styles houses, and to prevent the lowering of property values in any neighborhood.

Section 100.3 ARC Function

A. The successful execution of the design approval function performed by the ARC necessarily requires that a great deal of judgment be exercised. The ARC is charged with preserving the quality of the residential environment and protecting property values.

B. Insofar as it is possible, the ARC carefully considers the needs and desires of each property owner in the review and approval of plans. However, the ARC must act in the best interest of the overall community and preserve the value of other properties in the development and the value of Ocean Pines as a whole through its decisions.

C. Every one of the guidelines is hereby declared to be independent of and severable from every other one of the guidelines and from every combination of the guidelines. Therefore, if any of the guidelines should be held to be invalid or to be unenforceable, that holding shall be without effect upon the validity or enforceability of any one of the other guidelines.

Section 100.4 General Design Guidelines. It is strongly recommended that persons interested in building, or remodeling, obtain professional design assistance for their projects; that is, an architect, landscape architect, land planner, or other professionally recognized design consultant familiar with local codes and restrictions, as there are certain code requirements required by Worcester County Planning, Permits and Inspections, the ARC Guidelines, and the Declarations of Restrictions.

A. **Design Criteria.** Each home should be designed for its specific lot. A physical inspection is required, taking into consideration its site-specific conditions and any potential future modifications and/or additions.

1. The exterior design, position, texture, and color should be different from other homes within three across the street, one on either side, and one behind.

2. Strictly rectangular house plans with continuous flat walls should be avoided. A break in wall lines should especially occur on any street fronting elevation. No totally blank walls on the street front elevation will be approved.

3. Colors should be used to complement or highlight features.

4. Greater distance may be required between similar homes in some areas to prevent the appearance of design repetition. See Section 300.

5. All exterior structural and finish details should be designed to blend together as one single architectural unit (the finished home).

6. Textured or smooth materials may be used in exterior finish to achieve variety, but not at the expense of sacrificing architectural continuity. On the other hand, monotony is to be discouraged.

B. Coverage Criteria. In general, the bulk (height, width, length) on the on-site structures shall not be proportionally excessive for the lot on which it is placed.

1. Building Area. Lots with a building area (gross area less setbacks) of 2,000 square feet or less may cover 100% of the building area. Coverage on lots with a building area over 2,000 square feet shall decrease from 100% to 55% as the building area approaches 5,000 square feet (See Exhibit 1). All lots with building areas 5,000 square feet or more will be limited to 55% coverage. Open decks will not be included in the building coverage calculation. Note: future enclosure of open decks may not be permitted if the original building area covers the maximum allowed. For purposes of coverage determination only, corner lots will be based on County setbacks.

2. "Excess Open Space." In addition to the coverage permitted in Section 100.4.B.1 above, in all sections of the Ocean Pines Subdivision which include single family detached numbered residential lots, if more than 30% of the total land area of such section is dedicated for open space or for use for storm water management purposes and is not included in the area of any lot or parcel to be sold to members of the general public or in a parcel to be used for community uses or for tennis courts, swimming pools, golf courses, marinas or other active recreational uses, ("Excess Open Space"), then each single-family numbered residential lot in such section shall be entitled to an additional coverage credit equivalent to the total number of square feet of Excess Open Space in the section divided by the total number of single-family numbered residential lots in the section.

3. Setback modifications. The following architectural features may project into any required front yard or rear yard setback and, subject to the conditions specified, may project into any required side yard a distance not to exceed one-fifth (1/5) of the width of such required side yard:

a) Cornices, eaves, or other architectural features, not walls, may project a distance not exceeding three (3) feet;

b) Fire escapes may project a distance not to exceed six (6) feet;

c) An unenclosed landing not to exceed twenty-five (25) square feet with necessary stairs or ramp may project a distance not to exceed six (6) feet. Such features may be covered by a roof but not enclosed except by railings;

d) Bay windows, balconies and chimneys may project a distance not to exceed three feet, provided that such features do not occupy, in the aggregate, more than one-third of the length of the wall on which they are located; and an unenclosed handicapped ramp not exceeding the minimum standards to provide safe access as set forth in the current Maryland Accessibility Code and C.A.B.O. One- and Two-Family Building Code, or their successors, may project a distance not to exceed ten feet into the ordinance required front yard setback. The handicapped ramp may project any distance into the rear yard setback. However, in no event can a handicapped ramp be closer than fifteen feet to the landward edge of any pier, dock, bulkhead, rip-rap, etc. Such feature may be covered with a roof but not enclosed except by railings.

C. **Height Criteria.** No single-family structure shall exceed thirty-five (35) feet in height, as measured from the average finished grade around the house foundation to the highest point of the roof. (See Section 400.3D for maximum fill depth.)

Section 200. Plan Submittal Procedures and Construction Requirements

Section 200.1 New Work Preliminary Submittal. The ARC will, at the request of the applicant, review plans at a conceptual stage prior to formal submission. This preliminary review will facilitate communications and expedite formal submission review.

Section 200.2 Plan Review (Note: for specific design requirements see Section 300).

A. **General.** All plans and specifications for any structure or improvement whatsoever to be erected on or moved upon or to any lot, and the proposed location thereof on any lot or lots, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval thereof and any remodeling, reconstruction, alterations, or additions thereto on any lot shall be subject to and shall require the approval in writing from the ARC before any such work is commenced. Homeowners should be aware that Maryland law requires that a contractor performing this work must have a Maryland Home Improvement license, and license number shall be included on the application.

B. **Information Required.** The information to be submitted to the CPI Department shall include but not be limited to the following:

1. **Plan Application.** Two (2) copies of the Application for Plan Approval signed by the owner and builder.

2. **Floor Plans and Elevation Drawings.** Two (2) complete sets of final floor plans and two (2) complete sets of the elevations showing all views of the structure which include decking, screened porches, steps, and landings and drawn to ¼" = 1' scale. Plans shall consist of architectural quality drawings in sufficient detail

to determine if all requirements can be met. The architectural plans and specific details on the application must be consistent with each other. Alterations or revisions to the plans submitted shall be consistent with the quality of the original plans. Reversed floor plans and elevations are not acceptable. The floor plans and elevations submitted are to be true reflections of the structure to be built on site. No reversed lettering or dimensions on submitted documents will be accepted. No documents with excessive red marks or pencil marks noting revision of building design will be accepted. Future optional additions/alterations shall not be included in the submitted drawings.

3. Site Plans. Three (3) copies of a site plan drawn to a scale of 1" = 30' or 1" = 20' and showing the following:

- a) Section and lot number
- b) Site configuration and dimensions
- c) Scale
- d) North Indication
- e) All building restriction lines and easements
- f) Proposed location of house and other structures including decks, porches, landings, steps, driveways, culverts, detached garages, and detached sheds.
- g) Elevations of key points referenced to mean sea level, including the WCSC holding tank, the lowest habitable floor level of the structure, property corners and midpoint of side property lines. (Reference Section 300)
- h) Restrictive County zoning classification of lot Wetlands (if applicable).

4. Landscape Plan. Two (2) copies of the final landscape plan drawn to a scale of 1" = 30' or 1" = 20' are required, if applicable. The plan shall comply with the requirements of Section 400, Landscaping Requirements.

5. Completion Agreement and Deposit. Cash, check or money order payable to the Ocean Pines Association shall accompany the Completion Agreement (form available at the CPI Department office). Contact the CPI Department office for the current fee. The Completion Agreement assures that construction will comply with the objectives and requirements as stated in the Ocean Pines Declarations of Restrictions and the ARC Guidelines. The completion deposit is refundable upon final inspections and approval of the house and landscaping by the CPI Department.

6. Color Samples. Color samples of all exterior finishes, including roofing material, siding, and trim shall be submitted with the application, unless

samples are on file with the CPI Department. Submissions must include manufacturer's name, code number, if applicable, and any other pertinent information.

7. Installation Plan for Modular Homes. An installation plan shall be submitted, indicating the area to be cleared for the location of the erecting equipment. Maximum care should be taken to retain trees between crane site and property line. (See Section 400).

8. Installation Plan for Certified Pre-Existing New Homes. Before an installation of pre-existing new home is permitted, certification by a registered home inspector that the home is of new material and has never been occupied as a residential unit elsewhere shall be submitted to the ARC. An installation plan shall be submitted, indicating the area to be cleared for the placement on the site. Maximum care shall be taken to retain trees and natural ground cover on the site (See Section 400.3).

9. Worcester County Permits. A copy of the approved Worcester County Building Permit is required at the time of plan submittal. Worcester County Building Permit information is available at the Isle of Wight County office or the Courthouse in Snow Hill, MD.

C. Lot Ownership and OPA Assessments Paid. Before an application for any permit can be approved and plans released, OPA records must indicate that the property is in the applicant's name and all monies owed to the Ocean Pines Association must be paid in full. Proof of ownership, or valid contract, may be necessary before plan approval. The owner may authorize a builder to act in his behalf to submit plans or changes to the CPI Department for approval until such time as the owner advises the CPI Department otherwise

D. Approval/Disapproval. In accordance with the Declarations of Restrictions, all plans shall be approved or disapproved within thirty (30) days from their receipt unless an extension is granted by the CPI Department.

Section 200.3 Additions/Alterations to Existing Houses.

A. General. All plans and specifications for any structure or improvement whatsoever to be erected on or moved upon or to any lot, and the proposed location thereof on any lot or lots, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval thereof and any remodeling, reconstruction, alterations, or additions thereto on any lot shall be subject to and shall require approval of the ARC, as the same is from time to time composed, in writing, before any such work is commenced. Homeowners should be aware that Maryland law requires that a contractor performing this work must have a Maryland Home Improvement license, and the license number shall be included on the application.

B. Design Requirements. All exterior materials, roof slopes, and colors of exterior walls and roof shall be the same as that of the existing house and roof. While it is desirable materials and colors of the exterior walls and roof shall be the same as that of the house, it is to be understood that because of nature or the availability of existing materials exact matches may not be possible. However, when exact matches are not possible it is required that the proposed colors be submitted to the ARC for approval. Minimum roof pitch of 2:12 is required. Some exceptions of new materials may be approved, if all blend together as one single architectural unit (see Section 300). Landscaping is required to screen all foundation work and all decks and screened porches which are 18 inches or more above ground level (see Section 400).

C. Information Required. See Section 200.2 B.

Section 200.4 Outbuildings and Other Structures.

A. Placement and Design. The placement and design of outbuildings and other structures on any numbered lot in Ocean Pines requires an ARC permit, review and approval. These structures include, but are not limited to sheds, carports, gazebos, fences, detached garages, play and pet enclosures and swimming pools. These structures as well as all play and sports equipment (except basketball goals) must be located behind the front foundation lines of the primary structure. Neither portable nor permanent basketball goals may be placed in a street or within fifteen (15) feet from the street edge. Only commercially manufactured portable goals are permitted. Note: Homeowners should be aware that Maryland law requires that a contractor performing work on outbuilding structures is required to have a Maryland Home Improvement license.

B. Sheds. The procedure for submitting plans to locate or construct a shed in Ocean Pines is the same as that outlined in Section 200.2.B. In addition, the following restrictions apply:

1. Sheds shall be limited to one unit per lot and be no larger than one hundred and twenty (120) square feet maximum in floor area. Maximum wall height will be eight (8) feet. No 2-story sheds will be allowed.

2. While it is desirable that the materials and colors of the exterior walls and roof be the same as that of the house, it is to be understood that due to the effects of nature or the availability of existing materials exact matches may not be possible. However, when exact matches are not possible it is required that the proposed colors be submitted to the ARC for approval. Metal sheds are not permitted on residential lots. Any acceptable material used should be able to withstand a marine climate.

3. Shed roof pitches: no flat or single sloped roof styles will be allowed.

4. A shed shall not be located any closer than six (6) feet from any other structure or the side property line, provided the shed is located outside the rear building restriction line in its entirety. Should any portion of the outbuilding be within the rear setback, the side setback location will be determined by Worcester County Zoning Board. The shed shall be no closer than ten (10) feet from the rear property line and fifteen (15) feet from the bulkhead. Sheds shall be located behind the front foundation line of the main structure.

C. Storage Structures. Storage structures shall be limited to one unit per lot and be less than twenty (20) sq. ft. in floor area and 78 inches or less in height. A permit is required.

1. Metal storage structures are not permitted on residential property. Storage structure material should be able to withstand a marine environment.

2. If possible, storage structures should be placed against the rear surface of the main structure.

3. No storage structures are allowed in front of the main structure foundation lines.

4. The color requirements, specified in Section 200.3.B above, also apply for storage structures.

D. Detached Garages. The procedure for submitting plans to construct a detached garage is the same as that outlined in Section 200.2.B. The following restrictions also apply:

1. It shall be architecturally compatible to that of the house, including height, materials, color, roof style and pitch.

2. It shall have a concrete floor and be of enough size (not less than 12 feet x 20 feet), but not greater than a two-car design (24 feet x 28 feet).

3. It shall have a connecting, usable driveway. The minimum width for a driveway shall be eleven (11) feet in accordance with the Architectural Graphic Standard. (See Section 300.2.j. for driveway specifications).

4. A detached garage shall not be located any closer than six (6) feet from any other structure. Garages located behind the house shall not be less than six (6) feet from the side property line, ten (10) feet from the rear property line, and fifteen (15) feet from the bulkhead, provided the garage is located outside the rear building restriction line in its entirety. Should any portion of the garage be located within the rear setback, the side setback location will be determined by Worcester County Zoning. Garages located in front of the main structure shall be within the side and front building restriction lines.

E. Detached Carports. The procedure for submitting plans to construct detached carports (see definition in the Glossary) in Ocean Pines is the same as that outlined in 200.2.B. The following restrictions also apply:

1. It shall be architecturally compatible to the house, including height, materials, color, and roof style pitch. At a minimum, it shall have a floor of stone.
2. It shall be not less than 12 feet x 20 feet but not greater than 24 feet x 28 feet in size.
3. It shall have a connecting, usable driveway. The minimum width for a driveway shall be eleven (11) feet (See paragraph 300.2.J. for driveway specifications).
4. It shall not be located any closer than six feet from any other structure. Carports located behind the house shall not be less than six (6) feet from the side property line, ten (10) feet from the rear property line, and fifteen (15) feet from the bulkhead, provided the carport is located outside the rear building restriction line in its entirety. Should any portion of the carport be located within the rear setback, the side setback location will be determined by Worcester County Zoning. Carports located in front of the main structure shall be within the side and front building restriction lines.

F. Fire Pits. The Declarations of Restrictions in all sections of Ocean Pines prohibit outside burning of wood, leaves, trash and garbage. However, Ocean Pines believes that when properly installed, safely used and subject to appropriate guidelines for their use a self-contained, wood burning fire pit presents minimal risk to the Community. Therefore, wood burning Fire Pits will be exempt from the outdoor burning restriction. Homeowners must be aware that failure to strictly adhere to these requirements will result in the revocation of their use of and possibly the removal of their Fire Pit. The following requirements will apply:

1. All Fire Pits must be appropriately approved by CPI prior to its use. If a Fire Pit is to be permanently installed it must be done so using materials approved for its purpose. A permanently installed Fire Pit will require an appropriate permit. It must be shown on the lot survey and conform to the location requirements in Paragraph 7 below. A portable Fire Pit is considered personal property and does not require a permit. Homemade portable fire pits are not permitted. However, The Association must be made aware of the existence of any newly purchased portable Fire Pit. The homeowner must follow the same steps required to grandfather a previously existing Fire Pit to authorize its use.
2. Pre-existing Fire Pits are not exempt from these guidelines and can be grandfathered from permitting requirements, provided the following procedure is followed:

a. Permitting of Existing Wood Burning Fire Pits.

i) The Homeowner must notify the CPI Department of the existence of a Fire Pit on their property.

ii) The notification must contain the property address and a photo of the Fire Pit.

iii) A representative of the CPI Department will come and inspect the Fire Pit to determine if it can be safely used.

iv) The CPI Department will respond with a letter acknowledging the Fire Pit has been permitted.

v) The homeowner should notify their homeowner's insurance company of the existence of a Fire Pit.

3. The only fuel allowed to be burned in a wood burning Fire Pit is dry seasoned hardwood or charcoal. Pine cannot be burned.

4. Wood burning Fire Pits must always use a mesh spark screen. Wood burning Fire Pits cannot be any larger than three (3) feet in diameter and two (2) feet in height.

5. Wood burning Fire Pits may be filled only up to a maximum of 70% of their capacity, with flames limited to two (2) feet high by three (3) feet wide.

6. The only fuels allowed to be burned in a gas Fire Pit are propane gas or natural gas. If the fuel source cannot be concealed within the unit it must be appropriately screened as determined by the ARC.

7. A Fire Pit shall not be located closer than ten (10) feet from any other structure, not less than six (6) feet from the side property line, and if permanently installed, not less than ten (10) feet from the rear property line or fifteen (15) feet from the bulkhead. All Fire Pits must have at least ten (10) feet of clearance from overhead branches and cannot be placed under a covered porch.

8. An area at least 4 feet wide around the entire Fire Pit must be kept free of all flammable material.

9. Fire Pits must be placed on a level brick, stone, concrete or other non-combustible surface.

10. The use of any type of accelerant (lighter fluid, gasoline, etc.) as a fire starter is prohibited. If paper is used it must be weighed down by the wood.

11. There must be a steady supply of water (for wood burning Fire Pits) or an appropriately rated fire extinguisher or other extinguishing device nearby for all Fire Pits.

12. An adult must always be present.

13. Burning of plastic, painted or treated wood, rubber, leaves, grass, pallets or household trash is strictly prohibited.

14. Fire Pits may not be used in wind over 15 miles per hour.

15. The homeowner should notify their homeowner's insurance company of the existence of a Fire Pit.

Section 200.5 Fencing

A. General. The ARC shall have the authority to set up regulations as to the height and size requirements for all other types of outbuildings and structures, including fences, walls, copings, etc. No fences shall be permitted on any lot or lot line except where, in the opinion of the ARC, a fence or other structure or aesthetic feature of a design concept, will contribute to and be in keeping with the character of the area."

B. Play and Pet Enclosures. The ARC is authorized to allow the construction of these structures with the following guidelines:

1. The enclosure design must be architecturally and aesthetically compatible with the house.

2. The enclosure shall be behind the front foundation line of the main structure and shall not extend beyond the side BRL (building restriction line), or closer than ten (10) feet from the rear property line. Enclosures will be located no closer than fifteen (15) feet to the bulkhead cap.

3. The enclosure shall not be higher than 48 inches and shall not be constructed of metal posts, metal rails, or wire mesh.

4. The outside perimeter shall have shrubs or plantings sufficient to screen the enclosure. Generally, plantings every three feet with a minimum height of 18" for a 4' high fence is appropriate. This will be determined by the ARC on a case by case basis. If an enclosure is not screened within one year after approval or the plantings are not maintained, the enclosure must be removed.

5. If at any time the enclosure falls into disrepair, it must be removed at the owner's expense within 60 days. This agreement will be part of the signed permit.

6. The enclosure must be completed within six months of approval (issuance of permit) and the required screening of the enclosure from view must be completed within an additional six months.

7. The following shall be submitted to the ARC:

a) A filing fee and a review/inspection fee.

b) A Completion Agreement and deposit to accompany the Completion Agreement assuring that the construction will comply with the objectives and requirements as stated in the Declarations of Restrictions and the ARC Guidelines. The completion deposit is refundable upon final inspection and approval of the fencing and landscaping by the CPI Department.

c) Two (2) completed copies of the "Application for Fencing" (forms available at the CPI Department office).

d) Two (2) copies of a site plan showing the proposed location of the enclosure and the types and locations of plantings outside of the enclosure.

C. Dog Runs. The ARC is authorized to allow pre-manufactured dog runs up to 72 square feet in area and six (6) feet in height.

1. The dog run shall be behind the front foundation line of the main structure and shall not extend beyond the side BRL (building restriction line), or closer than ten (10) feet from the rear property line. Dog runs will be located no closer than fifteen (15) feet to the bulkhead cap.

2. The outside perimeter shall have shrubs or plantings sufficient to screen the enclosure. Generally, plantings every three feet with a minimum height of 30" for a 6' high fence is appropriate. This will be determined by the ARC on a case by case basis. If a dog run is not screened within one year after approval or the plantings are not maintained, the dog run must be removed.

3. If at any time the dog run falls into disrepair, the owner must remove it at his expense within 60 days. This agreement will be part of the signed permit. The dog run must be completed within six months of approval (issuance of permit) and the required screening of the dog run from view must be completed within an additional six months.

4. Submissions required for ARC review are the same as in Section 200.5.B.7, except the form is for Dog Run.

D. Privacy Fencing. A privacy fence will be permitted provided the following guidelines are met.

1. The design must be architecturally and aesthetically compatible with the house.

2. The maximum height of the privacy fence at any point shall not exceed six (6) feet from the ground directly below.

3. The total length of the privacy fence shall not exceed twenty-four (24) feet and must be contiguous.

4. The privacy fence shall be behind the front foundation line, no closer than five (5) feet from the side property line or no closer than fifteen (15) feet to the bulkhead.

5. Privacy fencing located within the utility easement will require the owner to sign a maintenance agreement with the OPA. The cost of recording the agreement will be born totally by the property owner.

6. The location of the privacy fence shall not block the adjoining property owners' view of a golf course or waterway. The outside perimeter shall have shrubs or plantings enough to screen the fence. Generally, planting every three feet with a minimum height of 30" for a 6' high fence is appropriate. This will be determined on a case by case basis. If a fence is not screened within one year after approval or the plantings are not maintained, the fence must be removed. The fence must be completed within six months of approval (issuance of permit) and the required screening of the fence from view must be completed within an additional six months.

7. Submissions required for ARC review are the same as in Section 200.5.B.7, except the form is for Privacy Fence).

E. Temporary Fencing. Fencing will be allowed to be erected around vegetable gardens and newly landscaped areas provided the following guidelines are followed. No permit is required.

1. At no point shall any part of the fence exceed two feet above the ground.

2. The fencing will be removed after the completion of the vegetable growing season and/or the newly landscaped area is established.

F. Architectural Fencing. Architectural fencing is permitted provided the guidelines below are followed. Architectural fencing is not to be used as an enclosure for pets or children.

1. At no point shall any part of the fence exceed 4' from the ground.

2. The design must be architecturally compatible with the residence using style, color and details.

3. No gates/fencing will be allowed to cross a driveway.

4. Fencing located within a utility easement will require the owner to sign a maintenance agreement with OPA. The cost of recording the agreement will be born totally by the property owner.

5. Submissions required for ARC review are the same as in Section 200.5.B.7, except the form is for Architectural Fence).

Section 200.6 Docks/Lifts.

A. General. Whenever the ARC shall approve plans and specifications for a pier or similar structure on or extending into any waterway, such approval shall constitute a mere revocable privilege from Declarant or its successor or successors in interest for the construction, placement, and maintenance of the proposed structure. Other regulations on this subject include Worcester County Shoreline Commission; the Department of Natural Resources; the Army Corp of Engineers; the Worcester County Critical Bays Legislation; and Worcester County Planning and Permits. Docks and other devices are approved on an individual basis and consideration is given to the protection of the bulkheads and marine traffic.

B. Objective. To allow waterfront property owners reasonable use of riparian rights, to provide for the navigation of all marine traffic, and to keep the environmental and visual impact to a minimum.

C. Requirements. All docks/piers/lifts should be centered on the bulkheaded waterfront and located within the dimensions of the side BRLs of the property as extended to the waterfront. Adjustments to this requirement will be considered on a case by case basis.

1. Impact on adjacent properties. No dock, lift, out piling, etc. shall unreasonably limit the navigation or mooring ability of surrounding waterfront properties.

2. No dock/pier shall exceed two hundred (200) square feet in area. This limitation includes both fixed and floating docks.

3. Number of boat lifts/davits. Only one boat lift per lot is allowed with bulkhead length of 100 feet or less. An additional boat lift for lots with 100 feet or less of bulkhead may be considered where finger piers are utilized, with proper approval and within the required side lot BRL. A maximum of two boat lifts are allowed for lots with over 100 feet of bulkhead. Only one davit per waterfront lot shall be allowed except two are allowed when used as a boat lift.

4. Personal Watercraft (PWC). Two personal watercraft lifts, each with one PWC capacity, or one lift with a two PWC capacity, may be approved. The personal watercraft lifts may not be used to store a boat.

5. Dock Box. One dock box of a size the same as or smaller than six (6) feet wide, 30 inches deep and 30 inches tall can be affixed to the dock. A dock box is not included in the restriction for sheds or storage structures contained in Section 200.4.

6. Walkways. In areas where bulkheads are formally scheduled to be replaced, a walkway not to exceed three feet in length is allowed. This walkway will

not be included in the two hundred (200) square feet dock area limit. In areas where walkways are needed over wetlands the length will be limited to the minimum needed to access the dock and will not exceed three (3) feet in width. The square footage of the walkway will not be included in the dock area. Consideration will be given to the permit issued by the Army Corps of Engineers.

7. Extension into Canal. On canals over eighty (80) feet wide, structures measured laterally from any bulkheaded lot to the center of the canal cannot exceed 25 % of the total canal width. This will include any out pilings, lifts, or beam width of anticipated boats for mooring purposes. On canals less than eighty (80) feet wide, a distance of twenty (20) feet from the center of the canal measured laterally to the bulkheads on either side must be left open for navigation, creating a minimum center clear canal distance of forty (40) feet.

8. Secondary Use. Boathouses, tents, or other structures on docks or over boats are prohibited. Unless a variance is given, no dock will be constructed on undeveloped properties. Docks will be considered for undeveloped lots only if plans for the house are in the working stages with the ARC. If house construction is not completed within one year from dock approval, the dock must be removed at the owner's expense. Also, a limited variance to construct a dock, lift, etc. may be granted to an owner whose principal residence is on a lot adjoining the unimproved property upon which the construction of the dock, lift, etc. is sought. The variance will provide that if the unimproved property is sold, the dock, lift, etc. will be removed by the owner, unless house construction has started within one (1) year from the date of sale.

D. Bulkhead Restrictions. The following regulations apply to all docks (stationary or floating) and other types of mooring devices.

1. No attachments to the bulkhead system are permitted. This includes, but is not limited to, davits, piers, docks, decking and other devices such as cleats and standoff systems. No construction is permitted to be attached to, rest on, or cover the bulkhead.

2. Boats, floating docks or barges shall not be moored to bulkhead caps, pilings, sheeting or waters, or to stakes, trees or any in-ground devices which inflict any stress, load or force on the bulkhead system. Also, no boat as defined herein shall be launched or retrieved over the bulkhead cap.

3. Anchor systems for floating docks, davits or other devices shall be designed and constructed to provide their own foundations which will not inflict any load or forces on the bulkhead system.

4. Piers, docks and other devices or structures for mooring, securing and boarding boats shall be constructed to be completely free of the bulkhead system

to not inflict any load or force even if such structures incur damage by freezing, flood or collision.

5. Floating docks may have ladders, steps or ramps which are affixed to the dock or behind the bulkhead at one end and provided with an approved slide/rolling device on the other end which would prevent damage to the bulkhead system.

E. **Materials Required for ARC Review.** See Section 200.2.B, except the form is for Docks.

Section 300. Specific Design Requirements and Plan Review

Section 300.1. General. Building location, configuration, architectural design, materials and colors shall be harmonious with the established Ocean Pines environment. Homes which appear to be tract type dwellings in character or design will not be permitted.

Section 300.2. Design Requirements.

A. **Similarity.** Repetitive style plans, or plans with only minor variation, located within three across the street, one on either side, and one behind of one another will not be permitted. Styles repeated in one section whether by one builder or numerous builders will be limited in number. Separations of design are necessary in order to maintain values of the property by preventing a tract appearance.

B. Minimum Floor Elevations.

1. The lowest habitable floor level of all residential structures shall have a minimum elevation of seven (7) feet above mean sea level. Any variance to this minimum elevation must be approved by the Worcester County Department of Water and Wastewater Services.

2. The Worcester County Department of Water and Wastewater Services requires the elevation of any floor with plumbing drainage to be no less than 2.0 feet above the top of the holding tank riser for existing tanks or 2.5 feet above ground level at the tank location staked by the utility for future tanks. Property owners are responsible for compliance in maintaining the elevation differential described here in, to insure proper drainage to the holding tank.

3. The Worcester County Department of Water and Wastewater Services may grant a variance to the minimum floor elevations with plumbing drainage below the top of the holding tank riser. Such a variance will require a vented sump and ejector to discharge into the building gravity drainage and shall meet all appropriate State of Maryland plumbing codes.

C. Roofs.

1. Pitch. Roofs on the main building shall have a minimum pitch of 4:12. Permission may be granted for pitches to a minimum of 2:12 for secondary roofs on the main building.

2. Overhang. Overhangs shall be a minimum of 12 inches on the soffit and 12 inches on the gable ends and be aesthetically and architecturally in keeping with the structure.

3. Material. Roofs shall be covered with materials that are harmonious with the surroundings and in architectural keeping with the style of the house.

D. Design Features. Strictly rectangular homes will not be approved by the ARC. In order to obtain the relief required on any strict rectangular house with continuous flat walls, the architect, builder, or home manufacturer will be expected to develop innovative ideas to improve the appearance of such homes. When the narrow dimension of the house faces the street due to the limitation of placing the house across the lot, the house wall dimension shall not be less than twenty-four (24) feet, exclusive of wing walls or other architectural treatments. Addition of a roofed over functional space, such as another roof, a screened porch, a carport, etc., would be acceptable in improving the appearance of strictly rectangular homes, provided the addition did not create a similarity problem with an existing home within three across the street, one on either side, and one behind.

E. Variations for Rectangular Homes. Strictly rectangular homes are not permitted. Variations or combinations of variations may be used in the elevations to provide an appearance of integrated exterior wall and/or roof relief. Possible variations that may be used are listed below. The front elevation of the proposed house design must have at least one major and one minor variation.

1. Major Variations:

- a) Two feet or more wall break
- b) Covered front entrance or porch with a minimum size of four feet by ten feet.
- c) One foot or more break in the roof or wall
- d) Combination of a gable roof with a hip roof

2. Minor Variations:

- a) Bay window or wall bay
- b) Wall bay roofed over
- c) An added deck with hand railing

- d) Variation in siding materials and color
- e) Window treatments such as panels or shutters

F. Exterior Building Materials.

1. Material. Exterior building materials should be harmonious to Ocean Pines settings. All exposed wood surfaces shall be preserved with stain or paint or be clad with vinyl or aluminum. The use of exterior finishes will be reviewed by the CPI Department for each individual site.

2. Foundation Parging. All concrete block foundations must have cement parging applied.

3. Windows/Awnings. Window design should be suitable for the climate and for the orientation of the building elevation in which the windows are located. Large windows are recommended linking interior and exterior spaces. Awnings should be used only when shown to be harmonious with architecture and landscape. Awnings added after final inspection will require a separate permit from the ARC.

4. Colors. Soft natural colors and white are permitted for siding. Non natural bright colors may be used for doors or accent panels only and then sparingly. Colors shall be restricted to those which in the opinion of the ARC harmonize with the surrounding area. A color may not be used if it duplicates the color of an existing house within three across the street, one on either side, and one behind. Exposed metal flashing or trim should be anodized or painted to be non-reflective, and in harmony with the house colors.

5. Exterior Lighting. Exterior lighting shall be used primarily to make safe entry and exit possible rather than showcasing the building. The lighting system shall be designed to show suitable restraint and concern for the impact of the design on neighboring properties. The objective is to eliminate glare and annoyance to adjacent property owners and passersby.

H. Liquefied Petroleum Gas/Fuel Storage (LPG).

1. Storage Tanks. A maximum of two (2) 420 lbs. cylinders are allowed.

2. Screening. Tanks for the storage of fuel (gas, oil, etc.) must be screened by fencing or shrubbery.

I. Fifteen (15) Foot Bulkhead Maintenance Easement. For all lots where the property lines extend to or beyond the bulkhead, a fifteen (15) foot maintenance easement has been established. This easement extends fifteen (15) feet from the land side of the bulkhead cap.

J. Driveways. Driveways and parking areas shall have a minimum coverage of three inches of gravel or crushed stone. Retainers of pressure-treated lumber or other suitable material shall be required bordering gravel or crushed stone driveways and shall be securely anchored.

K. Alternative Energy Source Design. The construction of any Alternative Energy System must comply with applicable State and County Codes and will require the ARC's approval. When considering a request, emphasis will be placed on the necessary size of the system and its location and manner of placement, preferring locations as close to the rear of the property as possible with wiring and other components concealed as much as possible.

Section 300.3 Procedures. See Section 200 for detailed procedures.

A. CPI Department Review. Plans along with the appropriate application must be submitted to the ARC for approval. Prior to approval of the plans, members of the CPI Department will visit the site and review the plans for compliance with the requirements of these guidelines. In accordance with the Declarations of Restrictions, approval or disapproval will be given within thirty (30) days after receipt of a properly completed application (including plans).

B. Letter of ARC Approval/Disapproval. If the plans are approved, copies of pertinent documents will be returned to the owner or builder with either a letter of approval or disapproval.

Section 400. Landscaping

Section 400.1 Objective. The primary objective of the landscaping requirements is to preserve the natural beauty of Ocean Pines. The removal of existing natural native trees and plants and the final landscaping are of prime concern.

Section 400.2 Landscape Plan. In accordance with Section 200.2.B.5 of these Guidelines, a landscaping plan shall be submitted with all house plan applications. The landscaping plan shall be drawn to a scale of 1" = 30' or 1" = 20' and shall include the following:

- A.** The location of the house and outbuildings.
- B.** The location of the driveway, parking areas and walks.
- C.** The general location of existing groups of trees and other vegetation to remain undisturbed.
- D.** The location and design of the proposed landscaped areas, including the varieties and sizes of plant materials shall be shown. Annuals and perennials that die back each fall shall not be a part of the permanent landscaping plan. Landscaping shall be provided along all street sides and rear, and side foundations facing the golf

course or waterfront. All raised decks and porches require landscaping. Shrubbery planted as screening must be of an evergreen variety. Lattice or planking may be substituted for shrubbery. Landscaping is recommended around the balance of the foundation, deck, and porch. Any bare lands shall be mulched, seeded or sodded.

Section 400.3 Requirements.

A. Plant Removal. After approval of the house plans for new construction, the contractor shall clearly mark all trees and natural planting planned for removal. The CPI Department shall be notified 48 hours prior to commencement of lot clearing.

1. Limit of Clearing. Unrestricted removal of trees, shrubs, and other plant material shall be limited to ten (10) feet from the house or garage foundation and within three feet of the driveway (the limit of clearing). Removal of any trees more than six (6) inches in diameter, measured thirty-six (36) inches from the base of the tree and any native Magnolia, Holly, Bayberry, and Laurel which are located outside the limit of clearing shall require approval from the ARC. These are protected plants. Acceptable reasons for removal of protected plants include diseased plants and those causing danger because of leaning or impairment of vision for driving. All stumps of plants felled must be removed or cut flush with the ground; under no circumstances are any stumps permitted to remain within or under the foundation or in driveways.

2. Plant Removal in Open Areas. On lots where trees are all smaller than six inches in diameter outside of the limit of clearing shall require the preservation of some trees, as determined by the CPI Department. Builders/owners shall be required to replace vegetation destroyed that was not approved for destruction by the ARC.

3. Plant Removal from Existing Homes. A permit is required from the CPI Department for removal of tree(s) of six (6) inches diameter or greater and any native Magnolia, Holly, Bayberry, or Laurel.

4. Clearing for Modular Homes. When houses are to be installed in large sections by use of cranes or trailers, an installation plan shall be submitted in accordance with these Guidelines indicating the area to be cleared. Every effort should be made to site the location of the house in such a way as to maintain tree and/or shrubs along the front property line. If, in the opinion of the CPI Department, the installation plan indicates the removal of an excessive number of healthy trees which will substantially destroy the natural beauty of the site and/or the adjoining areas, construction will not be approved.

5. Clearing for Waterfront Lots. Removal of trees and other plantings from a waterfront lot within one hundred (100) feet of the water requires Worcester

County approval, which will also include their requirements for any replanting. The CPI Department will require notification the County inspection has been completed along with a copy of any County required replanting report prior to making their inspection for the Association.

B. Trimming. Trimming of all trees is permitted provided the trimming does not exceed one third of the foliage or limbs over any five-year period. All company's conducting such work must be licensed as an "Arborist" or "Tree Expert" as defined by the Maryland Department of Natural Resources. Should it be determined that trimming in excess of that described herein cause a tree to die, the ARC will require the tree be replaced by the same species and of a size as described in Section 400.3.C. If, however, the tree dies as a result of disease, then the owner of the property is not obligated to replace it with one of the same species. A permit must be obtained from the ARC prior to commencement of work.

C. Unauthorized Tree Removal. Any tree six (6) inches in diameter/caliper or greater that is removed without CPI Department approval must be replaced by a tree(s) of the same species, or a different species approved by the CPI Department.

1. One (1) 3-inch caliper tree for every tree between 6 inches and 12 inches in diameter.

2. One (1) 4-inch caliper tree for every tree between 13 inches and 24 inches in diameter.

3. One (1) 5-inch caliper tree for every tree greater than 24 inches in diameter.

D. Fill and Grading on Lots. Fill up to twelve (12) inches, or to the depth allowed by local jurisdictions, whichever is less, of the average grade of the lot will be allowed without prior approval of the ARC. Runoff should be diverted into ditches or waterways without crossing adjacent lots. A fill and grade plan will be required and must show how water and sediment will be controlled during construction and at final grade. A special permit may be required from Worcester County Soil Conservation District, dependent upon location and amount of material to control surface drainage to prevent erosion of bare lands.

E. Plantings.

1. Any planting with a root system that could damage the bulkhead is prohibited in the fifteen (15) foot bulkhead maintenance easement. No tree, bush, shrub, etc. of any variety with a mature height greater than four (4) feet may be planted within the maintenance easement.

2. Plantings shall be shrubbery of the evergreen variety and a minimum of 18 inches high. Shrubby shall be spaced no more than three (3) feet apart to provide continuity.

3. Landscaping may include plantings, planters, stones, mulch and chips, berms, seeding, shallow ponds, and walk edging.

4. Landscaping shall be maintained in a pleasing manner and replaced when needed. If not maintained, the Association reserves the right to perform such maintenance-

Section 500. Requirements After Plan Approval

Section 500.1 Requirements During Construction. After approval by the ARC and the subsequent issuance of a building permit by Worcester County, the following requirements shall be met during construction:

A. Posting Building Permits. The Construction Approval Permit, issued by the ARC, shall always be posted in a conspicuous place on the building site. In addition, the County Building Permit shall be posted next to the CPI Department permit, if a County Building Permit is required.

B. Culvert Pipe. A maximum 24-foot-long, asphalt coated corrugated metal pipe (or equivalent County approved material) culvert shall be installed prior to any lot clearing and start of construction. The diameter of pipe will be determined on a case by case basis to assure proper ditch drainage. However, in no case will the culvert pipe have less than a fifteen (15) inch diameter. Exceptions to this are Ocean Pines Sections 14A, 14B, 14C and 14D which have swale drainage across driveways. The invert or bottom shall be located four (4) inches beneath existing ditch bottom such that drainage in the ditch remains unimpaired. The pipe shall be installed a minimum of five (5) feet from the side property line so as not to interfere with the installation of utilities. Pipe must be covered with 12 inches of Maryland State (Worcester County) specification "A 2-4" or better material (minimum 20% clay). The OPA Public Works Department inspector shall be notified 48 hours prior to installation to insure setting of pipe at the proper grade level. Only one (1) driveway culvert pipe will be permitted for any lot unless 120 feet of road frontage exists, in which case two pipes are allowed. Special circumstances will be reviewed by the ARC for any additional driveways.

C. As-Built Certified Foundation Survey. After completion of the foundation, the CPI Department shall be furnished with an as-built certified survey of the foundation. No further work on the house is to continue until the as-built survey has been accepted by the ARC to be in accordance with approved plans. The ARC shall complete this review within two working days after the survey has been received. The ARC may also require an as built construction survey for those

structures located at or near a BRL. In addition, for houses planned to be between 34 feet and 35 feet in height, a final elevation survey is required.

D. Trash Containers and Portable Toilets. The owner or builder shall be required to furnish a commercial trash container and a portable toilet on site but not the street right of way. Building sites must be maintained in a neat and orderly fashion.

E. Change in Plans During Construction. All changes to the exterior of a structure, parking layout, trees to be removed, and any other change affecting the appearance of the project upon its site and to its neighbors shall receive prior approval of the ARC. Changes proposed during construction shall be submitted in writing and plan form to the ARC for approval.

F. Construction Work Hours. All construction is limited to the hours between 7:30 am. and 8:30 pm. on weekdays and from 8:00 am. to 5:00 pm. on weekends and holidays.

Section 500.2 Requirements Before Deposit Money Can Be Refunded. In addition to items outlined above, the following shall be required before any money paid as completion deposits will be refunded.

A. House Number. The street address house number shall be posted so as to be visible from the street. It may be displayed on the front of the house or on a sign in the front yard (note: the house number is not the same as the lot and section number and can be obtained from the CPI Department office). House numbers shall not be less than 4 inches or no greater than 8 inches in height, a contrasting color, and visible from the street.

B. Service Area. Trash and rubbish containers are required and shall be concealed. An enclosed service area, large enough to store two (2) 20-gallon containers for ashes, trash, rubbish or garbage, shall be required. An enclosed garage, shed, or utility structure, satisfies this requirement if utilized for this purpose and so noted on the application.

C. Fuel Storage Tanks. Tanks for the storage of fuel buried below the surface of the ground shall be noncorrosive. Tanks installed above ground shall be screened by fencing or shrubbery.

D. Deck Screening. All raised decks and porches must be screened if the deck/porch is 18 inches or more above ground level. Evergreen plantings placed 3 feet apart to provide continuity, may be employed provided they screen at least half of the open area (see ARC Guideline 400.2).

E. Property Damage. During inspections, the CPI Department will monitor any damage to ditches, culverts, median and utility work, or roadway

resulting from construction, including any utility work. The cost of repairing any damage will be borne by the lot owner and/or contractor. Before any construction deposit money is returned, these areas will be inspected for any damages or change in elevation occurring during construction.

Section 500.3 CPI Department Inspections. All construction is subject to continuing adherence to the ARC Guidelines and OPA Restrictions and will be verified by inspections. CPI inspections are in addition to Worcester County inspections. The inspection by Worcester County will not satisfy the requirement of, or be in lieu of, an inspection by the CPI Department.

A. Inspection Schedule. The following inspection schedule will be followed.

1. Contractor/Owner contacts CPI Department office for site inspection. Inspector checks that permit is posted and checks the lot for proper limit of clearing.

2. Contractor/Owner contacts CPI Department when lot is cleared. Inspector checks that limit of clearing has not been exceeded and stabilized construction entrances and erosion controls are in place.

3. Contractor/Owner contacts CPI Department when foundation is in and submits "Foundation Location Survey". Inspector checks BRL setbacks, conformance with approved plan, that a commercial trash container is on site for construction debris, that a portable toilet is on site and sited properly, and that the foundation is parged.

4. Contractor/Owner contacts CPI Department after framing for color inspection before installing siding. Inspector will check siding for approval with permit and for any changes from approved plans.

5. Contractor/Owner contacts CPI Department for final inspection. Inspector checks: for conformance with approved plans, that driveway retainers are installed, for house number, deck screening, landscaping and ground cover, for ditch damage, for roadside damage, for damage to median, for road damage, and that a service area for two (2) 20 gallon trash containers is installed unless enclosed garage, shed or storage structure will be used for trash containers. Inspector also checks that the culvert pipe elevation has not changed due to construction activity.

B. "Stop Work" Orders. Any physical changes, additions, deviations, unsightly construction site, or noncompliance in any way or at any time from Ocean Pines' Restrictions or ARC Guidelines during construction constitutes a violation and will result in stoppage of all work through the immediate issuance of a "Stop Work"

order. The "Stop Work" order will be rescinded when the violation has been corrected.

C. **Construction Start and Completion.** If construction has not started within six months from the approval date, the approval is rescinded, and the complete package must be resubmitted to the CPI Department. Canceled or rescinded plans are retained by the CPI Department for one (1) year, after which they will be cleared from the files. Once construction is started on any lot, the improvements, including landscaping, must be substantially completed as to exterior appearance within twelve months from the approval date. Request for a six-month renewal permit may be submitted to the ARC for approval.

Section 500.4 Utilities.

A. **Easements.** Utility easements five (5) feet in width along each side property line and ten (10) feet in width along the front and rear property lines exist on each lot in Ocean Pines. Although not shown on the plats, these easements have been dedicated to the utility companies. Property owners should be aware of these easements and should understand that any construction within the easements require approval by the ARC. (Plantings and landscaping do not require approval). However, landscaping or structures located therein may be subject to damage during the installation of utilities, with the cost of replacement or repair borne by the owner. Property owners may contact the CPI Department to determine if any other easements exist on their lot.

B. **Storm Drainage.** Storm drainage shall not be connected to the sanitary sewer, nor should it be piped directly into a canal, river or bay through the bulkhead wall or over the bulkhead cap.

Section 600. Sign Regulations

Section 600.1

A. **General.** All signs, billboards or advertising structures of any kind are prohibited except upon application to and written permission from the ARC.

B. **Intent.** The ARC will permit temporary signs only if it deems them essential and in the general interest of the community, do not adversely affect property values and strictly adhere to the criteria below.

Section 600.2 General Criteria. The criteria in this section apply unless otherwise stated in applicable subsections of section 600.3.

A. **Size.** Signs shall be a maximum of 4 square feet provided no side shall be greater than 38 inches.

B. Height. Signs shall be installed so as not to exceed five (5') feet from ground level to top of sign.

C. Location. No sign shall be nailed or in any way fastened to trees. All signs shall be located between the front property line and the structure and may be parallel or perpendicular to the street. No signs will be permitted to be placed in the right of way, in easement areas or on any structure owned or operated by OPA.

D. Materials. Wood is recommended; however, dependent upon purpose and time span involved, other materials may be considered. In any case, the material must be substantial enough, as determined by the CPI Department, to not fall quickly into a state of disrepair.

E. Colors. Preferably, all signs are to have a natural wood or brown background with complimentary color letters.

F. Wording. Wording shall be clear and concise and be limited to pertinent information.

G. Number. In addition to an address plate, only one (1) sign of any type shall be permitted on any numbered lot.

H. Placement. Signs must be placed no sooner than the approved date and removed within three days of the removal date. All placements and removals are the responsibility of the person signing the application.

I. Approval. Political signs supporting the election of a State or National candidate, or for the vote of a referendum, do not require ARC approval in writing before posting. Political signs may not exceed the size of any other sign. All other signs must first be approved by submitting a CPI Department Application for approval. More than one sign may be addressed in one application.

Section 600.3 Specific Sign Criteria.

A. Name and/or Address Plate. A name and/or address plate will be permitted for the purpose of identification of the owner or occupant of a dwelling or building. The sign shall be limited in area to two (2) square feet and may be affixed to a permanent post (i.e., lamp post) or stand on its own, or may be attached to the structure, with no height limitation. These signs shall not require written approval from the ARC if they conform to the criteria of section 600.2 as modified by this paragraph.

B. Construction Sign. One temporary sign will be permitted for the purpose of identifying the principal contractor or vendor performing improvement or new construction work. Wording is limited to contractor's name, telephone number, logo, and MHIC number. Franchises, slogan, addresses, etc. will not be permitted.

The sign shall be located behind the front property line. The sign shall not be posted prior to the issuance of the CPI Department construction permit and shall be removed within one (1) week following exterior completion of work (including landscaping), and/or prior to occupancy. In any event the sign shall not be posted for a period longer than one (1) year. The sign shall conform to the criteria as stated in section 600.2 as modified in this paragraph.

C. **Real Estate Agency Signs.** No real estate agency sign or logo of any type shall be permitted on any numbered lot, in any median strip or elsewhere in Ocean Pines other than Open House signs as described in Section 600.3.F below.

D. **Real Estate For Sale or Lease Signs.** A temporary sign limited to one per lot, for the purpose of advertising real estate for sale or lease by owner may be placed on any lot. Wording of such signs is limited to "For Sale by Owner" or "For Rent by Owner" and the "owners" telephone number. These signs shall not require written approval from the ARC as long as they conform to section 600.2 as modified by this paragraph.

E. **Real Estate Stakes.** In lieu of real estate agency signs, property corner stakes identifying the agency may be used for the purpose of locating a lot. These stakes shall not be greater than 2" x 2" or 1" x 3". The top shall not be higher than 3' above ground and shall be painted with not more than three colors to identify a realtor. An "Application for Real Estate Stake Approval" shall be submitted to the CPI Department for the purpose of recording color combination to avoid duplication. Applications must be renewed annually. Where such stakes are used, no other identification, such as allowed in Section 600.3.D will be permitted.

F. **Open House Signs.** Builders, owners, and real estate agencies may apply for annual approval of such signs, using the "Open House Sign Application" available at the CPI Department Office. All open house signs must adhere to the general criteria of section as modified by this subsection. The following restrictions apply:

1. All signs shall be self-standing.
2. Signs shall be restricted to the wording "Open House", directional arrows, and the permit number. No advertising matter or logos may appear on the signs. Balloons will not be attached to the signs.
3. One sign may be placed on the median strip of Ocean Parkway at the nearest intersecting road. Other signs may be placed at intersecting roads for the purpose of indicating a change in direction only.
4. Display of signs shall be limited to daylight hours.

G. **Real Estate Flags.** Real Estate flags are not allowed.

H. Brochure Boxes. Realtor, Construction Company, and/or owner's sales brochures can be placed on properties in brochure boxes. Two designs for the box are approved. One design is similar in size to a straight mailbox and painted to match sign criteria colors (e.g. brown with orange or yellow lettering) or clear. The second design approved for the box is like the type of boxes that are used to hold various newspapers and shall also match the sign criteria colors or be clear. If at any time a brochure box becomes unsightly or a public nuisance, the CPI Department shall have the right to remove the box.

I. Yard, Garage, Rummage, Etc. Sale Signs. Signs for yard or garage sales shall be limited for use only on Saturdays and Sundays during the hours of 6:00a.m. to 4:00 p.m. Signs shall conform to the requirements of Section 600.2 as modified by this paragraph and may not be attached to trees, road signs, or any permanent structure. Signs are prohibited on the Route 589 side of the North Gate Bridge. At the South Gate, signs are limited to placement at the intersection of Manklin Creek Road and Ocean Parkway. No signs are permitted on Cathell Road. It is the responsibility of the person or persons that place any signs for yard sales to remove all signs by 5:00 pm. on the last permitted sale date. Yard sales are limited to a total of four (4) per year per developed lot.

J. Political Candidate and Referendum Signs.

1. Property Owner Approval. Signs may not be displayed on any developed lot or vacant lot without approval of the property owner.

2. Common Property. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. No political signs, displays, or literature may be placed on or in any property, right-of-way, building, bulletin board, structure, road sign, or tree owned by or under control of the Association.

3. Time Intervals. Signs for political candidates or referendum issues must be removed within seven (7) days after an election.

4. Specifications. Signs must be in conformance with Section 600.2 but may be in any color or material.

5. Number. Only one sign per candidate may be displayed at any one time in the front of the property. Signs with two (2) or more candidates' names may be used provided they conform to the size criteria. In the case of waterfront lots, golf course lots, and those backing on Rt. 589, Rt. 90, or Beauchamp Road, signs may be placed in front and rear of the property.

6. Handout Materials for County, State, or National Elections. To ensure the safety and protection of pedestrians and drivers, to prevent traffic problems

from developing, and to control litter and trash possibilities, handout materials may be distributed only on election days at the designated polling locations within the parameters established by state or county laws and regulations.

K. Advertising and Direction Signs for Temporary Functions of Community Organizations and Churches. Any color combination may be used when the sign is four (4) square feet or under in area. Any sign over 4 square feet must be approved by the ARC on an individual basis. Signs may be placed on common property, and on lots only with the permission of the lot owner. Signs advertising an event may be placed no sooner than three (3) weeks prior to the start of the event. Direction signs may be placed no sooner twenty-four (24) hours prior to the start of the event. All signs must be removed within twenty-four (24) hours after the end of the event. Approval of the ARC is required. Permits may be granted for three consecutive years for an annually recurring event.

Section 600.4 Unauthorized Signs and Flags.

A. Removal of Unauthorized Signs and Flags. Any sign or flag not adhering to the requirements of this section may be removed by an authorized agent of the Association.

B. Disposition of Unauthorized Signs. The CPI Department will attempt to contact the owner of the sign or flag. Owners may recover signs and flags from the CPI Department. Signs not recovered within 15 days will be destroyed.

Section 700. Home-Based Businesses

Section 700.1

A. General. No numbered lot shall be used except for residential purposes. No structures shall be erected, placed or permitted to remain on any lot other than one (1) detached, single family residence dwelling and such outbuildings constructed in connection with such residence as are usually accessory to a single family residence dwelling including a private garage. The ARC will consider reasonable variances and adjustments of these Restrictions in order to overcome practical difficulties and prevent unnecessary hardships in the application of the provisions contained herein, provided, however, that such is done in conformity with the intent and purposes hereof and provided also that in every instance such variance or adjustment will not be materially detrimental or injurious to other property or improvements in the neighborhood, the Section or the Subdivision. The approval to operate a Home Based Business will only be granted to the legal owner of the property for a business they own or to a tenant with the approval of the owner of the property.

B. Variance for Home-Based Businesses. Under certain circumstances, the granting of reasonable variances for the conduct of Home-Based Businesses

which will not be materially detrimental or injurious to other property or improvements in Ocean Pines may be appropriate. Accordingly, the ARC has adopted guidelines set forth in Section 700.2 for the purpose of advising property owners in the Subdivision of the minimum conditions that must be met in order for the ARC to consider and act upon any request for a variance for a Home-Based Business. Applications meeting the conditions will be approved only where the ARC finds that such approval conforms to the requirements for variances as defined in the Restrictions.

C. **County.** The Worcester County Board of Appeals requires the application be made to the county for a Home-Based Business. This is in addition to the application required by Ocean Pines.

Section 700.2 Conditions for Home-Based Businesses. The following conditions must be met to obtain the approval for a Home-Based Business:

A. All Home-Based Businesses must be conducted solely within the structure, except in the case of childcare.

B. Signs of any type referring to the Home-Based Business, including window signs, will not be permitted.

C. Conduct of the Home-Based Business must be incidental to the primary residential use of the property. Not more than twenty-five percent (25%) of the gross floor area of the structure, less garages, porches, and decks, may be utilized in whole or in part for the conduct of the Home-Based Business. The remaining livable gross floor area shall be in accordance with applicable Declarations of Restrictions.

D. Nothing, other than parts or supplies used in the business shall be stocked on the premises, and nothing sold except what is produced on the premises or as permitted by special exception by the ARC.

E. No person may be engaged or employed on the home business premises other than a member of the immediate family residing on the premises.

F. A Home-Based Business may not include a boarding house, rooming house, Bed and Breakfast, or private educational institution.

G. The Home-Based Business shall not generate substantial amounts of vehicular or pedestrian traffic. No more than two (2) vehicles used for the home business will be permitted and shall not be parked in the road right of way. Vehicles used in conjunction with a home business must meet the weight limitation of Section 800.

Section 700.3 Application to ARC to Operate a Home-Based Business.

A. **Initial Application.** Persons applying for a Home-Based Business shall complete the "Application for Variance for Home-Based Business" form available at the CPI Department office. Applications must address each of the conditions listed in section 700.2 in narrative form. A fee will be charged. ARC approval is valid for one (1) year.

B. **Renewal.** Each year the application must be resubmitted to the ARC and will be re-evaluated for continued approval. A fee will be charged.

Section 800. Oversize Vehicle, Recreational Vehicle and Trailer Regulations

Section 800.1

A. **General**

1. **Trailers.** No temporary house, trailer, tent, garage or other outbuilding shall be placed or erected on any lot, provided, however, that the ARC may grant permission for any such temporary structure for storage of materials during construction. No such temporary structure as may be approved shall be used at any time as a dwelling place, nor shall any overnight camping be permitted on any lot².

2. **Oversize Vehicles, RVs Recreational Vehicles.** No oversize vehicle, defined as having a GVWR greater than Class 3, including but not limited to commercial trucks, trailer trucks, and buses shall be parked or stored overnight or longer on any lot or street in the Section or Subdivision unless prior written approval from the ARC has been obtained. Any Recreational Vehicle is prohibited from being parked anywhere in Ocean Pines without written approval for the ARC being first obtained.

B. **Objective.** Pursuant to this authority and other requirements of the Restrictions, the ARC, by these Guidelines, establishes minimum standards for the storage of oversize vehicles, RV's, slide in campers and trailers on lots in Ocean Pines to provide minimum visible impact on the community and maintain property values. Additionally, any vehicle, trailer, slide in camper, or tent may not be used as a dwelling place or for overnight camping on any lot in Ocean Pines. The ARC has determined that since its inception by Boise and follow-on ownership/management, the Ocean Pines community was established as a residential and recreational community to include swimming, tennis, golf, and boating. The Declarations of Restrictions place few, if any, restrictions on these activities. Thus, the ARC exempts boats and boat/PWC trailers from this restriction. All other trailers that are smaller than sixteen (16) feet in length and less than four (4) feet in height are also exempt from the specifications of 800.2 and 800.3 below.

Section 800.2 Specific Guidelines.

A. **Location.** Storage shall be wholly within the property lines of the owner's lot and where possible, should be located behind the front building restriction line or behind the front line of the house structure and screened from public view. Storage shall be prohibited on any portion of the street or right-of-way.

B. **Number.** The ARC has established the following limitation on motorized watercraft stored on a lot; one boat with trailer and two PWC on trailers. These may be stored on the lot, on their trailers when not in the water. If the watercraft is kept in the water, its empty trailer may be stored on the lot. All other unscreened trailers are prohibited, except during a construction project or, when approved by the ARC.

C. **Screening.** Screening shall be evergreen landscaping of such height and type of growth to effectively conceal the vehicle. With proper approval, fencing may be used to screen the vehicle when landscaping is not practical. The CPI Department shall have the right to request the removal of the vehicle if these conditions cannot be met.

D. **Use During Storage.** No vehicle or trailer shall be used as a dwelling place, nor shall any overnight camping be permitted on any lot in any vehicle.

E. **P.O.D.S. - Portable On Demand Storage Containers.** Portable on Demand Storage Containers (PODS), or similar types of storage containers, for the purpose of loading and unloading, are limited to one (1) unit per improved lot. The container requires a permit from the CPI Department and can remain no longer than thirty (30) days. The container must be in the residence driveway or paved parking area.

Section 800.3 Permit Procedures.

A. Short term parking or storing an oversized vehicle overnight or longer requires a permit issued by the ARC. A temporary parking permit form may be obtained from the CPI Department office. There are two (2) types of temporary parking.

1. **Two-week periods.** No more than four (4) two-week temporary permits will be issued per year and there must be separation of at least two (2) weeks between periods.

2. **48-hour periods.** No more than twelve (12) times per year for the purpose of loading and unloading the RV between trips. This is an annual permit.

B. Long term parking or storing of an oversized vehicle requires a permit issued by the ARC if the conditions of Section 800 of the ARC Guidelines are met.

The CPI Department requires the following information to be submitted with each application for long term storage:

1. Site plan showing the proposed location of the vehicle, and proposed screening, either fencing, evergreen plantings, or a combination thereof.
2. Application for long term parking permit filled out and signed by the lot owner.
3. Payment of Filing and inspection fees, plus completion agreement.

Section 900. Soil Erosion and Sediment Control

Section 900.1 Purpose.

A. Intent. To establish minimum requirements and procedures to control the adverse effects caused by accelerated soil erosion and sedimentation during the period of construction. This section is in addition to any applicable State or County regulations or requirements.

B. Applicability. No owner/developer shall disturb any lot in Ocean Pines without implementing soil erosion and sediment controls in accordance with the requirement of Section 900.2. The ARC may grant a written variance from the requirements of Section 900.2 if strict adherence to the specifications will result in unnecessary hardship and not fulfill the intent of this section.

Section 900.2 Requirements.

A. Plan. An erosion and sediment control plan shall be shown on the site plan as part of a new construction submittal if disturbance on the lot exceeds 5,000 sq. ft. or more than 100 cubic yards of fill are to be place on the lot.

B. Required Practices for New Construction. The following is required for any new construction, plus any addition where the existing driveway will not be used:

1. A stabilized construction entrance shall be established to reduce erosion into the drainage system. It shall be required on all numbered lots undergoing clearing and grading for new construction. Once established, all deliveries and construction vehicles are to use this entrance. The following materials are required:

- a) Ten (10) tons of stone, 2 ½ inches,-or larger, covering a minimum of twenty (20) feet wide x twenty-five (25) feet deep, starting at the edge of the paved roadway, shall be installed after clearing the site of the proposed driveway and the placing of the culvert pipe and culvert pipe fill.

- b) Straw bales shall be installed as head walls after the culvert is in place. They should be installed no less than four (4) inches below grade and be

securely anchored. If deterioration or damage occurs to the bales during construction, the bales must be replaced immediately.

C. Perimeter Erosion Controls. Perimeter erosion controls are required to prevent sediment from washing into drainage ditches and waterways. Perimeter controls shall be installed parallel to all waterways and major outfall ditches that abut lots where clearing and grading have been performed. Front drainage ditch protection shall be installed if the lot needs substantial fill between the building location and the front ditch. The following materials are required:

1. A filter fence shall be securely anchored and installed no less than six (6) inches below the existing grade and no less than eighteen (18) inches tall. Straw bales may be substituted for a filter fence and installed no less than four (4) inches below grade and securely anchored.
2. A filter fence and/or straw bales shall be installed within seven calendar days after breaking ground for construction. These erosion controls shall not be removed until disturbed areas have been stabilized or landscaped.
3. Perimeter controls shall be maintained so as not to fall into a state of disrepair or cease to function properly.

Section 1000. Satellite Dishes

Section 1000.1 Purpose.

A. Intent. To establish minimum requirements and procedures to control any adverse visual impact from the placement of satellite dishes.

B. Authority. Ocean Pines Declaration(s) of Restrictions prohibits such structures. FCC regulations since the Restrictions were written allow an individual to place a dish up to 1 meter in diameter on their property.

Section 1000.2 Guidelines.

A. No trees may be removed to provide line of sight. Proposals to trim trees must be approved by the CPI Department.

B. Satellite dishes may not exceed one (1) meter in size.

C. The preferred locations for dish placement are at the rear of the house or behind the front foundation line of the house. If line of site can be achieved only from the front yard, then landscaping to screen the dish from the street is required.

Section 1100. Supplemental Guidelines

Section 1100.1 Vehicle Storage.

A. **Intent.** To minimize the negative visual impact and loss of property value caused by long term storage of unregistered and/or non-operative vehicles on Ocean Pines lots.

B. **General.** No stripped down, partially wrecked, or junk motor vehicle, or sizable part thereof, shall be permitted to be parked on any street in the Section or Subdivision or on any lot. No vehicle shall be parked on any street in the Subdivision.

C. **Guidelines.**

1. All vehicles must be parked on the residence driveway or paved parking area.

2. In the process of evaluating whether a motor vehicle is to be included in the "junk" category, conditions such as, but not limited to, flat tires, missing headlights, broken windows, the absence of current state registration and other on-site conditions, are to be considered.

Section 1100.2 Ocean Pines Easements.

A. **Intent.** Allows Ocean Pines Public Works Department personnel to maintain the front easement area on the lots in the subdivision.

B. **General.** Declarant reserves for itself, its successors and assigns, for purposes incident to its development of the real property subject to these Restrictions, the following easements and /or rights-of-way:

1. For the use and maintenance of drainage courses of all kinds designated on the plat as "Drain age Easements". These easements are ten (10) feet in width unless otherwise specified on the recorded plats and are centered about the existing drainage channels.

C. **Guidelines.** Owners are prohibited from placing or erecting structures, light reflecting devices, signs or other obstacles higher than 10 inches in the Ocean Pines easement area. In general, this easement area extends from the residence side of a drainage ditch to the roadway edge.

EXHIBIT 1

ALLOWABLE COVERAGE / BUILDABLE AREA CHART		
BUILDABLE AREA	ALLOWABLE COVERAGE %	ALLOWABLE COVERAGE SQ.FT.
2,000	100.0%	2,000
2,100	100.0%	2,100
2,200	100.0%	2,200
2,300	97.5%	2,243
2,400	95.0%	2,280
2,500	92.5%	2,313
2,600	90.0%	2,340
2,700	87.5%	2,363
2,800	85.0%	2,380
2,900	82.5%	2,393
3,000	80.0%	2,400
3,100	78.0%	2,418
3,200	76.1%	2,435
3,300	74.3%	2,452
3,400	72.6%	2,468
3,500	71.1%	2,489
3,600	69.6%	2,506
3,700	68.2%	2,523
3,800	66.8%	2,538
3,900	65.6%	2,558
4,000	64.4%	2,576
4,100	63.2%	2,591
4,200	62.1%	2,608
4,300	61.1%	2,627
4,400	60.1%	2,644
4,500	59.2%	2,664
4,600	58.3%	2,682
4,700	57.4%	2,698
4,800	56.6%	2,717
4,900	55.8%	2,734
5,000	55.0%	2,750

WHITETAIL SANCTUARY (SECTION 15B) ALLOWED TO GO 30% OVER ALLOWABLE COVERAGE

GLOSSARY

Architectural Fence - a structure, usually made of wood or vinyl, used to enhance the appearance of and be architecturally compatible with the house.

As-Built Certified Survey - A property survey done by a State licensed surveyor showing the exact location of any improvements/encroachments.

Boat - A vessel propelled by oars, sails or power, but excluding canoes, kayaks, or other similar light watercraft.

Boathouse - A boat covering structure, whether call a boathouse, a boat tent, or other terminology to describe similar roofed housing.

Boatlift - A device used to raise, lower, and usually store a vessel over the water. (Also see davit, personal watercraft lift.) Boatlifts shall be inclusive of all post and floating lift systems, but exclusive of davits where the davit base is not within the water.

Building Area - Calculated as the gross lot area, less setbacks.

Building Restriction Line (BRL) - The line established by law, beyond which a building shall not extend, except as specifically provided by law.

Carport - An open-sided structure under which a car or other vehicle is stored or parked.

Change During Construction - Any change directly connected to the structure being improved. Does not include separate additions such as outbuildings not originally submitted for approval.

Coverage - The amount of land within the building area that is covered with a roofed structure. Detached structures are not included.

Davit - A type of crane used to raise or lower a boat, watercraft, or cargo, but not used to store a vessel. Also, may be used in pairs as a boat lift in lieu of the more traditional design. (See Boat Lift)

Detached Structure - Any structure not attached to the primary structure.

Dock - Dock and/or pier, (hereinafter referred to as dock) will constitute the same meaning, i.e.: A structure for the means of mooring a vessel. This includes fixed or floating structures or a combination thereof.

Dock Box - A lockable storage container attached to a pier (dock) used to store marine related items - gas cans, ropes (lines), tools, flotation devices, etc. It can be made of various materials that shall be impervious to, or will not deteriorate in, a marine environment. The size of a dock box will be no wider than six feet, no deeper than 30 inches, and no taller than 30 inches.

Dock Walkway - Structure connecting the shore to a dock.

Dog Run - A pre-manufactured wire enclosure located behind the front foundation line of the house used to safeguard pets.

Easement - A right or privilege to a property held by someone other than the owner, usually a right to run/install utilities.

Elevation Drawing - A drawing that includes separate views of each exterior side of a building.

Excavation - The moving or digging of earth in preparation for construction.

Exception - Authorization from the ARC to deviate from a limitation imposed by these Guidelines.

Fill - Sand, gravel, or loose earth used to bring a subgrade up to a desired level. Depth may not exceed 12 inches without ARC approval.

Filter Fence - Woven fabric fence with steel or hardwood posts placed on a site during construction to control erosion and sediment.

Fire Pit - A self-contained structure, either fixed or portable, usually constructed of masonry or metal, in which a fire is contained.

Floor Plan - An architectural drawing, to scale, showing walls, doors, window openings, stairs, and rooms as one would view the building from overhead without a roof on.

Foundation Location Survey - A property survey done by a State Licensed surveyor showing the exact location of the building foundation.

Garage - An enclosed structure for housing one or more vehicles.

Installation Plan - A site plan for modular homes indicating the area to be cleared for the location of the crane and the location of any improvements.

Landscape Plan - A plot of the lot showing building outlines and approximate planting locations, including lines of clearing and areas to be left in a natural state.

Lattice - Framework structure of crossed or interlaced wood/plastic strips.

Livable Area - Gross floor area of a structure minus garages, porches, and decks.

Lot Line - The line forming a legal boundary of a property.

Occupancy - The use of the building in accordance with the approved plans and specifications.

Outbuilding - A building, such as a shed or garage, that is located on the same lot as the main building, the use of which is incidental to that of the main building.

Overhang - The extension of a roof or upper story beyond the wall of the structure below.

Oversize Vehicle - A motorized vehicle with a GVWR of Greater than Class 3.

Parge - A cement coating applied to a wall for refinement and moisture proofing of the surface.

Permit - Written approval from the ARC.

Personal Watercraft (PWC) - A power driven ship that has a fully enclosed hull; and does not take on water if capsized; and is designed to be operated by a person standing, sitting astride, or kneeling on it, but not seated within it.

Personal Watercraft Lift - A device used to raise, lower and store one or two personal watercrafts. (Also see Boat lift.)

Pier - (See Dock)

Pitch - The slope of a roof in the form of a ratio: the vertical rise over the horizontal run.

Plat - A graphic description of a surveyed piece of land indicating the boundaries, location, and dimensions. It is recorded in the official county office and also contains information as to easements, restrictions, and lot numbers.

Play or Pet Enclosure- An enclosed structure located behind the front foundation line of the house, usually made of wood or vinyl, used to safeguard children or pets.

Privacy Fence - A contiguous structure usually made of wood or vinyl, which adds privacy to the house.

RV/Motorhome - A vehicular unit designated as a Class A, B or C Motorhome, built on a self-propelled motor vehicle chassis, having a self-contained or semi-contained living quarters. Also considered to be an RV are truck campers, pop-up campers and travel trailers.

Riparian Right - The right to use a bank of a body of water by one who owns that land.

Setback- Distance from the property line to the point where the building area begins. (See Building Restriction Line)

Shed - A free standing structure serving for storage or shelter.

Siding - The outside finished covering on a framed wall.

Sign - Signs include all temporary signs, billboards, advertising flags, address plates, real estate stakes, brochure boxes, or displayed advertising of any kind.

Site Plan - A drawing showing to scale the size and location of all new construction and all existing structures on a site, distances from lot lines, and drawn in accordance with an accurate boundary line survey.

Storage Structure - A free-standing structure (also called cabinet, storage unit, etc.) having less than 20 sq. ft. in floor area and 78" or less in height used for storage or shelter.

Structure - An assembly of parts manufactured of various materials.

Substantially Completed - Construction work on the exterior of the house is completed in accordance with the approved plans.

Temporary Fence - A structure, usually made of wood, wire, vinyl, or a combination of these materials, used to temporarily enclose a garden or newly seeded area.

Trailer - A wheeled towed vehicle that may be enclosed, have a flat bed, have a frame designed for holding a particular load, or designed as a recreational vehicle.

Variance - Authorization from the Architectural Review ARC to deviate from a limitation imposed by the Declarations of Restrictions.

Vehicle - A wheeled conveyance that transports people or objects.

Vertical Survey - A property survey done by a state licensed surveyor showing the exact height of the building.

Violation - An infringement of the Restrictions or Guidelines.

Walkway and/or Platform - A structure to get from shore (natural or bulkheaded) to a floating dock. Such a walkway shall be limited to a maximum width of 3' and of such length as restricted by current county codes.

Zoning- The reservation of certain specified areas within a community or city for building and structures, or use of land, for certain purposes with other limitations such as height, lot coverage, and other stipulated requirements.

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Maryland Department of Agriculture

Office of Plant Industries and Pest Management

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Joseph Bartenfelder, Secretary
Julianne A. Oberg, Deputy Secretary

Mosquito Control

The Wayne A. Cawley, Jr. Building
50 Harry S. Truman Parkway
Annapolis, Maryland 21401
www.mda.maryland.gov

Agriculture | Maryland's Leading Industry

410.841.5870 Baltimore/Washington
410.841.5835 Fax
800.492.5590 Toll Free

MOSQUITO CONTROL SECTION

410-841-5870

February 12, 2020

Ocean Pines Association, Inc.
Attn: General Manager
239 Ocean Parkway
Berlin, Maryland 21811

Dear Mr. Thompson:

The Maryland Department of Agriculture, Mosquito Control Section, has prepared an estimate of operating expenses for mosquito control in the Town of Ocean Pines during the 2020 season. This budget estimate is based on previous years' expenditures and anticipated costs for the upcoming season.

The proposed mosquito control budget for the 2020 season in the Town of Ocean Pines is enclosed. If these amounts are acceptable, please sign and return two copies. If you wish to revise the suggested amounts, please line through the typed amount, write the new amount, initial and return two signed two copies of the document to the Maryland Department of Agriculture. Please note that if the local and/or county share is reduced, there will be a proportional reduction of State funds allotted. Once the copies are received by the Department, both copies will be signed, one will be returned to you, and one will remain in the Department file.

Please give this matter prompt attention as mosquito control activities will be starting soon in many areas. Thank you for your continued support. I trust that our cooperative efforts will result in a successful mosquito control program in the Town of Ocean Pines. Please call me if you have any questions.

Sincerely,

Brian Prendergast
Program Manager

BFP/mes
Enclosure

cc: Kevin Conroy, Assistant Secretary

PROPOSED BUDGET
TOWN OF OCEAN PINES-MOSQUITO CONTROL
CALENDAR YEAR 2020
(FY 2021 SETTLEMENT)

TEMPORARY WORK	LOCAL	COUNTY	STATE	TOTAL WORKING BUDGET
Integrated Mosquito Management	\$1,500	None	\$1,000	\$2,500
Adult Mosquito Surveillance and Control	16,500	None	None	16,500
Total	\$18,000	None	\$1,000	\$19,000

*The State appropriation is comprised of services, equipment and materials, only. Any balance in the State appropriation, after expenses, is not payable and cannot be invoiced to offset local expenses.

APPROVED BY TOWN:

APPROVED BY STATE:

Name/Title

Signature

Date

Kevin Conroy, Assistant Secretary

Name/Title

Signature

Date

PROPOSED BUDGET
TOWN OF OCEAN PINES-MOSQUITO CONTROL
CALENDAR YEAR 2020
(FY 2021 SETTLEMENT)

TEMPORARY WORK	LOCAL	COUNTY	STATE	TOTAL WORKING BUDGET
Integrated Mosquito Management	\$1,500	None	\$1,000	\$2,500
Adult Mosquito Surveillance and Control	16,500	None	None	16,500
Total	\$18,000	None	\$1,000	\$19,000

*The State appropriation is comprised of services, equipment and materials, only. Any balance in the State appropriation, after expenses, is not payable and cannot be invoiced to offset local expenses.

APPROVED BY TOWN:

APPROVED BY STATE:

Name/Title

Signature

Date

Kevin Conroy, Assistant Secretary

Name/Title

Signature

Date



OCEAN PINES ASSOCIATION, INC.

First Reading

DATE: February 23, 2020

TOPIC: First Reading of Proposed Amendment to Resolution M-01

FOR INCLUSION IN MEETING HELD ON: March 7, 2020

SUBMITTED BY: Frank Daly

The following changes are recommended per the attached:

6. General Procedures

Step 4.

b. In the event ARC does not (1) overturn CPI's determination, (2) grant an extension, or (3) grant a variance or (4) the Responsible Party does not correct the violation within the timeframe as set forth in the notice of violation, ARC will notify the Responsible Party and the GM of its decision in writing. The notification to the GM shall include the Addendum to this resolution (**Addendum A- Board Reporting Requirements to Resolution M-01**). ARC's determination shall be final.

RESOLUTION M-01

POLICY AND COMPLIANCE PROCEDURES FOR DECLARATION OF RESTRICTIONS AND ARC GUIDELINES VIOLATIONS

1. **Purpose.** This Resolution establishes policy, assigns responsibilities, and provides procedures to be followed by the Architectural Review Committee (hereinafter referred to as "ARC"), General Manger (hereinafter referred to as GM), the Ocean Pines Association (hereinafter referred to as "OPA") and the Board of Directors (hereinafter referred to as Board) for enforcing compliance with the Association's Declarations of Restrictions (sometimes hereinafter referred to as "DRs") and the ARC Guidelines.

2. **Authority.** OPA derives its authority to establish, enforce, and interpret rules and regulations through its Articles of Incorporation, DRs and ARC Guidelines. These documents address the basic rules necessary to promote the common welfare of OPA members. They assign to the Board responsibility for enforcement of these rules and the authority to delegate part of this task to OPA staff and committees.

3. **Policy.** The appeal of Ocean Pines depends on the cooperation of residents, property owners, and any other legally Responsible Parties in creating and maintaining clean and aesthetically pleasing homes and surroundings. Therefore, the privilege of membership and residing in OPA comes with responsibilities.

a. It is the policy of OPA to exercise the authority provided above to rigorously and proactively enforce its DRs and other rules and restrictions. The enforcement authority shall be exercised, to the extent possible, in a uniform and fair manner based on the approved process and procedures outlined in this resolution. Further, enforcement shall be conducted with due regard to:

- (1) courteous and respectful interchanges that encourage voluntary compliance,
- (2) timely and effective notification of all pending actions affecting the issue under consideration and
- (3) the opportunity to attend an ARC meeting to appeal a violation determination.

b. It is acknowledged that in a homeowner's association as large as Ocean Pines not all violations will be discovered or processed. The failure, however, to address any given violation shall not restrict or otherwise waive the OPA's ability from acting on other violations of the same nature or otherwise.

4. Responsibilities

a. The Board: The Board is responsible to the membership for the overall compliance program.

b. The GM: The GM is designated as the individual under whose authority the compliance program is to be administered. The GM may delegate any or all of the responsibilities herein included to one or more subordinate OPA staff members. Commensurate with this Resolution M-01, it is understood that the GM is given pre-authorization by the Board to take actions deemed necessary to address health and safety violations and to report such actions taken to the Board, as soon as reasonably possible, by electronic means and to include a summary of the action at the next regularly scheduled Board meeting.

c. Department or Compliance, Permitting and Inspection ("CPI"): CPI shall be the point of contact for violations. CPI activities shall include, but not be limited to, the inspection of properties, receipt and investigation of Complaints, determining if a violation exists, preparation and issuance of notices of

violations to lot owner and any other Responsible Party, maintenance of records of Complaints and violations, recommendations for the disposition of violations and preparation of reports and records of violations.

d. The ARC: As further set forth in this Resolution, the ARC shall:

(1) Hear a Responsible Party's appeal of a violation determination as cited by CPI, as provided in 6.c, Step 4.

(2) Upon request by a Responsible Party for a variance, shall review the request to determine if sufficient justification exists to grant a variance to the DRs or ARC Guidelines.

5. Definitions

a. Responsible Party: A Responsible Party is an Ocean Pines Association member or other entity or person in control of real property within the OPA, to include:

(1) An Ocean Pines Association member as established in Paragraph 12A of the Declarations of Restrictions; and

(2) Entity or person, other than a member, who is in control of a lot within the OPA, such as a personal representative or servicer of a foreclosure purchaser.

b. Complainant: An individual or entity that brings a potential violation of the DRs or ARC Guidelines to the attention of CPI.

c. Violation: A violation is a Complaint that has been confirmed by the CPI Department to be in non-compliance with the Declarations of Restrictions or ARC Guidelines.

d. Repeat Violation: A violation of the same or similar cited violation which has been documented and corrected at the same property within a 36-month period.

e. Notice of Violation: A written notification to a Responsible Party of a violation by both USPS Certified Mail-Return Receipt requested and regular mail to the address on record with OPA.

f. Complaint: The notification to or identification by the CPI Department that a violation of the Declaration of Restrictions or ARC Guidelines may exist. A Complaint may result from, but is not limited to, inspection reports by CPI inspectors or in person reports, telephone calls, email or US Mail from Complainants.

g. Substantial Progress: is a signed contract between the Responsible Party and licensed contractor or OPA for correcting the violation with start and completion dates and a dollar estimate for completing the work or, in the case of the Responsible Party self-performing the work, a project plan approved by the ARC and CPI with a start date, completion date and project milestones that can be verified by the CPI.

6. General Procedures

a. Records: Records of every Complaint and all actions related thereto are to be maintained by CPI.

b. Inspections: The General Manager shall establish procedures for inspections to be followed by CPI. These procedures should include detail documented efforts to obtain permission from the Responsible

Party for inspections requiring entry onto a lot, to the extent entry on to a lot is needed. When entering onto a lot to conduct an inspection, the purpose of entry shall be limited to observation and/or documentation.

c. Responsible Party Notification: The following steps will be followed by the OPA when a Complaint is received:

Step 1. Receipt of Complaint: A Complaint is received.

Step 2. Review of Complaint and Violation Determination: A Complaint is reviewed by the CPI to determine if the Complaint is a violation of the Declaration of Restrictions or ARC Guidelines. In determining whether a violation exists, CPI may consult with the ARC, the GM or OPA's legal counsel, with the consent of the GM. Upon determining that that the Complaint constitutes a violation, CPI will proceed with Step 3. If CPI determines that a violation does not exist, such determination will be reflected in the record of the Complaint.

Step 3.

a. Notice of Violation: If CPI determines that the Complaint constitutes a violation, CPI will send a notice of violation ("Notice of Violation") to the Responsible Party stating: (1) the nature of the violation (with evidentiary photos, if appropriate and exist); (2) if the violation is not corrected or Substantial Progress towards correcting the violation is not underway within thirty (30) days of the date of the Notice of Violation that OPA will proceed with legal action to seek a Court Order to force compliance; (3) the Responsible Party may appeal CPI's determination or request a variance by attending an ARC meeting within thirty (30) days of the date of the Notice of Violation; (4) information on how to contact CPI in order for CPI to verify that the violation has been corrected; and (5) if the violation involves grass, weeds, refuse and /or debris a cost estimate and the contact information necessary for the Public Works Department for the Responsible Party to authorize OPA to correct the violation and bill the Responsible Party.

b. The Notice of Violation shall also include the schedule of ARC meetings which will be held within thirty (30) days of the Notice. The Notice shall further give the Responsible Party the option of contacting ARC, within ten (10) days of the date of the Notice, to obtain an agreed alternate date for an ARC appeal. The means by which ARC can be contacted shall be included in the Notice.

Step 4. Appeal or Variance Hearing. The Responsible Party shall have the right to appeal CPI's determination or request a variance provided that the Responsible Party attends an ARC meeting within thirty (30) days of the date of the Notice of Violation or such other date agreed to by ARC. If the Responsible Party attends an ARC meeting to request an appeal of CPI's determination or a variance, ARC will provide the Responsible Party the right to be heard on the request at that meeting. After affording the Responsible Party the opportunity to be heard, ARC will render a decision on the appeal or variance request.

a. In considering the appeal of CPI's violation determination the ARC may: (1) confirm CPI's determination; (2) overturn CPI's determination; or (3) grant the Responsible Party an extension to remedy the violation.

b. In the event ARC does not (1) overturn CPI’s determination, (2) grant an extension, or (3) grant a variance or (4) the Responsible Party does not correct the violation within the timeframe as set forth in the notice of violation, ARC will notify the Responsible Party and the GM of its decision in writing. The notification to the GM shall include the Addendum to this resolution (**Addendum A-Sample Board Reporting Requirements to Resolution M-01**). ARC’s determination shall be final.

***For Repeat Violations the Responsible Party forfeits its right under this Resolution to appeal CPI’s determination to the ARC or request a variance and the GM is authorized to forego Steps 1-4 and proceed with Step 5.**

Step 5: Court Enforcement Action: Should the Responsible Party fail to correct the violation or meet the requirements of Substantial Progress within thirty (30) days of the date of the Notice of Violation or within the expiration of any extension period granted by the ARC, the GM will notify legal counsel to begin the process of obtaining a Court Order to force compliance without further notice to the Responsible Party. Prior to referring the matter to legal counsel, the GM may have CPI conduct an inspection to determine that the violation has not been corrected. The GM shall have the authority to confer with the Board on a specific case prior to referring the case to the legal counsel.

7. GM Action Notification & Reporting: The GM will notify the Board via email when action is taken and will include a summary of actions taken in the monthly report to the Board. This report shall include (1) the number of Complaints, (2) numbers of Complaints/violations resolved, (3) the numbers of violations sent to GM for referral to counsel, (4) the status of the violations sent to counsel to obtain court orders and the cost of those actions, current and year to date and (5) The GM’s request that the Board suspend certain rights of the violating members as permitted by the DRs.

8. Other Enforcement Action: Nothing in this Resolution shall limit OPA’s other enforcement powers contained in the DRs or at law, including entering a lot to perform maintenance to correct a violation.

9. Miscellaneous: This Resolution does not govern the collection of unpaid annual charges or other charges due from members. No delay or failure of the OPA to fully comply with this Resolution shall be held to be a waiver of OPA’s rights to take enforcement action for any recurrence or continuation of the violation or the occurrence of a different violation.

Effective Date: January 4, 2020

Approved by the Board on January 4, 2020

President _____

Secretary _____

Review History:

General Manager _____

Date: _____

Legal _____

Date: _____

By-laws and Resolutions Advisory Committee _____

Date: _____

Addendum A- Board Reporting Requirements to Resolution M-01

To: Ocean Pines Board of Directors
 From: General Manager
 Subject: Request for Compliance Action
 Date:

Responsible Party	
Ocean Pines Address & Sec./Lot	
Mailing Address	
Responsible Party Phone #(s)	
Violation	
Violation Reference	
Violation Reported	
Violation Confirmed	
Letter sent to Responsible Party detailing violation and advising them of ARC meeting.	
ARC Hearing and Results	
Follow Up Inspection	
CPI notification to GM and ARC of Responsible Party not in compliance.	
To Counsel for Court Order	
GM notification to Board, ARC & CPI	
GM Continuing Violation Recommendation to Board	
Board Decision	
Total Complaints for the Month	
Total Complaints YTD	

From: Jim and LouAnn Trummel <jetlat@verizon.net>
Sent: Saturday, February 22, 2020 8:03:57 PM
To: Doug Parks <dparks@oceanpines.org>; Steve Tuttle <STuttle@oceanpines.org>; Colette Horn <chorn@oceanpines.org>; Frank Daly <fdaly@oceanpines.org>
Cc: John Viola <jviola@oceanpines.org>
Subject: Re: Correction of M-01

What is being proposed is not a "correction" of an erroneously mentioned addendum. ***It is an amendment to the resolution and requires a first reading.***

The attorney's draft omitted addendum A, but he did not indicate B was not necessary. In fact, his footnote 13 in the Word copy of his draft indicated that if A is omitted, B becomes A. (Tucker email dated November 29, 2019 with pdf and Word drafts, forwarded by Daly to Viola, Tuttle, Parks, Rogers and others on November 30).

The By-laws and Resolutions Committee specifically added the reference to the addendum in our comments draft and that was the draft approved by the Board. ***The addendum is the only specific reference in the resolution of any transmission of information for the GM to act on in directing the attorney to initiate legal action. Nor is there any other documentation to refer to when the GM is to request the Board to suspend certain rights of violating members.***

The addendum was viewed as the minimum documentation to support legal action and secondarily be the basis for Board action to suspend member rights. Without it, the remaining provision is that ARC is to notify the GM of its decision in writing. If the Board is satisfied that no direction is necessary to ARC and the GM regarding the decision process documentation for legal action then amend the resolution as proposed. The By-laws and Resolution draft was sent in an email dated December 12, 2019 to Viola, Tuttle, Rogers, Parks, Daly and others. The email included a comment that the resolution does not address procedures and documentation for meetings,, with or without the responsible party, in coming to a decision. The Committee did not consider that as a necessary content in the resolution. However, it is noted that ARC, for over 10 years, has not published on the Association website anything other than a meeting results spreadsheet referring to actions taken.

Jim Trummel



OCEAN PINES ASSOCIATION, INC.

First Reading

DATE: February 23, 2020

TOPIC: First Reading of Changes to Resolutions RESOLUTION C-11

FOR INCLUSION IN MEETING HELD ON: March 7, 2020

SUBMITTED BY: Frank Daly

The following changes are recommended per the attached:

1. **Membership.** The Committee should have at least seven (7) but not more than nine (9) members. *One Committee position for the Ocean Pines Ladies Golf Association, the Ocean Pines Men's Golf Association and the Ocean Pines Golf Course Members Council shall be reserved providing members from these groups are willing to serve on the Committee and meet all applicable Association requirements for Committee Membership.* Terms of service shall be as in Resolution C-01, subparagraph 4.c. insofar as possible.

RESOLUTION C-11

GOLF ADVISORY COMMITTEE

1. **Purpose.** The Golf Advisory Committee advises the Ocean Pines Board of Directors on golf matters and aids in promoting the successful operation of all golfing activities.
2. **Authority.** Article THIRD of the Charter and Section 10.01 of the By-Laws of Ocean Pines Association, Inc., direct the Board of Directors to establish and appoint the members of such committees, task forces, and other advisory bodies as may be necessary to, or convenient in, the Association's discharging the duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding committees of the Association.
3. **Functions.** In fulfilling its tasks, the Committee shall perform functions which include but are not necessarily limited to the following:
 - a. advising the Board of Directors regarding golf policy and operations including recommendations for a better golf operation;
 - b. advising the Board of Directors, if requested, on the golf course operating maintenance and capital budgets;
 - c. at the specific direction of the Board, investigating and recommending to the Board long range plans for golf in Ocean Pines;
 - d. assisting the OPA Marketing Department in promoting Ocean Pines golf in the broader community;
 - e. working closely with the Board of Golf Governors (BOGG) in promoting and enhancing Association golf programs; and
 - f. performing other duties as may be assigned by the Board of Directors.
4. **Membership.** The Committee should have at least seven (7) but not more than nine (9) members. *One Committee position for the Ocean Pines Ladies Golf Association, the Ocean Pines Men's Golf Association and the Ocean Pines Golf Course Members Council shall be reserved providing members from these groups are willing to serve on the Committee and meet all applicable Association requirements for Committee Membership.* Terms of service shall be as in Resolution C-01, subparagraph 4.c. insofar as possible.
5. **Reports.** Submit annual report by October 31 of each year in the format specified in Resolution C-01.

6. **Effective Date:** ~~March 10, 2010~~ _____

Approved by the Board of Directors on ~~March 10, 2010~~

~~/S/ Robert B. Thompson~~ President Attest: ~~/S/ Edgar L. Purcell~~ Secretary
(V. P. for the President)

Review History:

General Manager: ~~/S/ Thomas J. Olson~~ Date: ~~3/11/2010~~

Legal: _____ Date: _____

By-laws & Resolutions Advisory Committee: ~~/S/ James Trummel~~ Date: ~~3/10/2010~~

From: Jim and LouAnn Trummel <jetlat@verizon.net>
Sent: Thursday, December 12, 2019 3:39:17 PM
To: Frank Daly <fdaly@oceanpines.org>; Larry Davies <ld_opgac@aol.com>
Subject: Resolution C-11

It has been observed that the 2019 Annual Report of the Golf Advisory Committee contains a reference to The Golf Members Council, Ocean Pines Ladies Club and Ocean Pines Men's Club having permanent membership positions on the committee. Although a First Reading motion was placed before the Board at the February 16, 2019 regular meeting to make this committee membership change, the action was never carried to a Second Reading and approved by the Board of Directors.

If it is intended that a membership change be made to the Golf Advisory Committee, it is recommended that the resolutions amendment process be started again at a First Reading. The length of time since the original First Reading and the subsequent board change over in membership are reasons for the amendment to be given consideration as a new item.

Jim Trummel
Chair
By-Laws and Resolutions Advisory Committee



OCEAN PINES ASSOCIATION, INC.

Proposed Topic for Discussion by Board of Directors

DATE: February 26, 2020

TOPIC: First Reading F-03

FOR INCLUSION IN MEETING HELD ON: March 7, 2020

SUBMITTED BY: Doug Parks

TOPIC: First reading – resolution F-03

CONCISE STATEMENT: Per governing documents proposed changes to resolution F-03 are being submitted for a first reading and included on the agenda for the March 7th Board meeting

BACKGROUND: After discussion by the Budget & Finance committee on the topic, they are recommending that the expense amount in section 3c (Replacement Expenditures) be changed from \$5,000 to \$2,000.

RESOLUTION F-03

FINANCIAL RESERVE ACCOUNTS

1. Purpose. This Resolution provides for the establishment of the various reserve accounts necessary to ensure that the Association provides funding to maintain or replace, as necessary, capital assets and to provide for future capital assets that have been approved in the Association's multi-year plans.

2. Authority. The By-laws of the Ocean Pines Association, Inc. authorizes the Board of Directors to establish appropriate reserve accounts.

3. General Definitions.

a. **Reserves.** Reserves are those portions of the net equity of the Association appropriated for future use for specific purposes. Not included in reserves are non-appropriated equity and equity invested in fixed assets.

b. **Annual Charge.** The annual charge is the amount levied against individual parcels of real property, condominium units, and other real property.

c. **Replacement Expenditures.** (Excluding bulkheads) Replacement expenditures are purchases of replacement capital items including buildings, articles of furniture, vehicles, and equipment having a useful life of over two years and an acquisition cost of at least **\$2000**. Also included are groups of lesser unit cost, but where the number of items results in a substantial total investment of at least **\$2000**.

Deleted: \$5,000

Deleted: \$5,000

d. **Cyclical Maintenance and Replacement Schedule.** Cyclical maintenance and replacement schedule is a basic inventory of Association owned assets, which sets forth expected future expenditures for key repair and/or replacement, including capitalized labor costs, if any. This schedule should be updated annually. Maintenance expenditures from reserves must be major and non-routine in nature.

4. Reserve Accounts. The following Reserve Accounts are hereby established and may be used for the purposes stated.

a. **Capital Assets Replacement Reserve.** ("Replacement Reserve") This reserve is for the required maintenance or replacement of Association capital assets.

b. **Roads Maintenance Reserve.** This reserve is for the maintenance of the Association's road system and associated drainage and other road-related maintenance requirements.

c. **Bulkhead and Waterway Reserve.** ("Bulkhead Reserve") This reserve is for the maintenance of the Association's bulkhead and waterway systems.

5. Development of Reserve Requirements.

a. **General Manager.** The General Manager shall:

- (1) develop and maintain the Cyclical Maintenance and Replacement Schedule;

(2) develop projected fiscal year costs for contract services and material plus non-contract services provided by the Association including capitalized labor for replacement of depreciable assets; and

(3) review all proposals for new recreational amenities, new service facilities, major additions or changes to existing facilities and proposals for the acquisition of property for the development of new facilities.

(4) For Bulkhead maintenance and replacement, a plan/schedule must be developed separately for OPA owned bulkheads and Privately-Owned bulkheads.

b. **Advisory Committees.** The General Manager may call upon the appropriate advisory committees, as needed, to provide assistance in accomplishing the above responsibilities.

6. **Funding the Reserves.**

a. **Annual Budget.** The annual budget shall include amounts to fund the estimated requirements of each reserve account. These amounts shall not be less than the annual depreciation cost. Depreciation shall be allocated to each cost center to which it applies.

b. **Government Grants.** The Board of Directors may apply for government grants which may be available to the Association.

c. **Loans.** The Board of Directors may approve loans to be dedicated to a reserve account.

d. **Investment Earnings.** All earnings from the investment of reserve funds shall be credited to the specific reserve account which provided the invested funds. The credited amounts shall be allocated to the reserve accounts from pooled investments earnings based on the respective participation of each reserve fund in the investment pool.

e. **Additional Funding for the Bulkhead and Waterway Reserve.** This reserve is also funded by:

(1) all revenue generated by the portion of annual charges levied on **privately** owned waterfront property or condominium units having waterfront privileges which is used to defray Association bulkhead and waterway costs attributable to these properties; and

(2) a percentage or dollar amount of the annual charge for all lots which funds the bulkhead replacement, dredging, and maintenance requirements of OPA-owned property.

7. **Investment of Funds.** All reserve funds shall be invested in accordance with Resolution F01, Investment Guidelines.

8. **Withdrawal, Transfer, or Commitment of Funds.** All charges against reserve accounts must have approval of the Board of Directors, either in the annual budget process or other Board action. Reserve funds shall not be expended or transferred for purposes other than those for which the fund was established unless approved by the Board in accordance with the Association's By-Laws

9. Effective Date: June 1, 2019

Approved by the Board of Directors on: June 1, 2019

President: _____ Attest: _____ Secretary

Review History

General Manager: _____ Date: _____

Legal _____ Date: _____

By-Laws & Resolutions Adv. Committee: _____ Date: _____

RESOLUTION C-01

COMMITTEE GENERAL POLICY

1. **Purpose.** The purpose of Resolution C-01 is to set policy regarding Advisory Committees and other committees as may be necessary to assist the Ocean Pines Association Board of Directors.

2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging duties entrusted to it.

3. **Committee Policies and Functions.**

a. **Mission Statements, Tasking, and Initiative.** The mission statements for committees shall be issued for each committee by separate Resolutions. The role of each committee is to provide the Board of Directors with sound advice based upon committee members' expertise, research, and analysis. While specific missions and tasking will be provided for committees, committee members are encouraged to use their initiative and to make recommendations to the Board on any matter or issue within the committee's purview which will enhance the management and functioning of the Association. **The OPA Advisory Committee Charging Document (Attachment 2) is to be used by the Board and committees to articulate specific tasks that are requested.**

b. **Relationships.**

(1) **Board of Directors.** Each committee shall take its direction from and shall report to the Board of Directors. Unless specifically directed by the Board in writing, no committee member shall represent or claim to speak for the Ocean Pines Association in any discussion, negotiation, or communication with any organization, entity, or group.

(2) **Board Committee Liaisons.** The President of the Association shall appoint one or more Directors as liaison to each committee. Routine communication between the Board and its committees shall be through the committee liaison. This in no way prohibits chairpersons from direct communication with the President at any time the chairperson deems such communication necessary. A Director appointed as liaison to a committee is not a member of the committee and shall not direct the deliberations of the committee or the preparation of any committee report. Unless directed by the Board, the liaison shall not assign or modify tasks of the committee.

(3) **The General Manager and Staff.** Chairpersons or individual members shall not give orders to the General Manager or any other employee of the Association. They may, however, request routine administrative assistance and necessary office supplies. The President of the Association shall provide all instructions and directions to the General Manager concerning support of committee and ad hoc advisory body activities.

c. **Committee Functions.** Functions of a committee may include:

(1) assessing conditions and needs in the area of committee responsibility;

- (2) establishing goals, objectives, and priorities for committee activities;
- (3) proposing, for the Board's approval, changes in guidelines and terms of reference relative to the committee's area of operation;
- (4) developing budget requests for committee activities, if needed, for the annual budget; and
- (5) taking such actions as directed by the Board.

d. **Committee Chairpersons.** Duties and authority of chairpersons include:

- (1) coordinating and supervising committee activities and meetings;
- (2) preparing periodic reports for submission to the Board;
- (3) accounting for such funds as may be allocated to the committee;
- (4) establishing and discharging sub-committees as necessary with members from their assigned committees and appointing chairpersons; and
- (5) supervising sub-committee activities and reviewing their reports.
- (6) the chairperson may designate a vice-chairperson and a secretary from among the members of the committee.

4. **Committee Assignments, Terms, and Miscellaneous Procedures.**

a. **Assignment.** Committee members shall be appointed by the President with the consent of Board and shall serve at the pleasure of the Board of Directors. Committee members may serve on more than one committee.

b. **Qualifications for Committee Membership.** Members shall be eligible to vote.

c. **Terms for Members.**

- (1) **First Term.** The first term shall be for three years unless term limits are set by the Charter, the By-laws, or the Board during the establishment of the committee.
- (2) **Second Term.** The second term shall be for two years. Before the first term expires, a committee member may request to serve a second term.
- (3) **Third Term.** The third term shall be for one year. Before the second term expires, a committee member may request to serve a third term.
- (4) **Subsequent Terms.** Notwithstanding the term limit provisions above, the Board reserves the right, through a majority vote of the entire Board, to request a committee member continue to serve on the committee for a specified period of time.

d. **Request for Committee Membership.** Any member eligible to vote in OPA matters is encouraged to send a letter or an application requesting membership on a committee. Application forms are available at the Ocean Pines Administration office. The following information should be included in the letter or application: (1) name; (2) address; (3) telephone number; (4) committee choice; (5) reason; (6) background; and (7) signature and date of application.

e. **Filling Vacancies.** Should a vacancy exist, the chairperson of the committee will request the letters and applications from the Ocean Pines Administration office of all

those who are interested in serving on that particular committee. The chairperson will interview the prospective candidate(s) and submit the letters and applications with recommendations to the Board. The Board will review the applications recommended for appointment to a committee by the committee chairperson and vote either to accept or reject the candidate for a position on the committee. A letter will be sent to the new committee member with a copy to the chairperson, indicating the date of the appointment.

f. **Meetings.** Committees shall meet at the direction of the committee chairperson. Meetings shall be announced in advance and be open to all members of the association unless closed under the provisions of the Maryland Homeowners Association Act (11B-111). When there is a schedule change, including scheduling a special meeting, the committee chairperson shall notify all committee members, the committee liaison, and the General Manager.

g. **Minutes.** The chairperson shall ensure the minutes of each meeting are prepared using the format in Attachment 3, approved by the committee, and submitted to the President of the Association and the committee's liaison. It is recommended that minutes contain agenda items covered in the meeting. Discussion content is not necessary.

5. **Reports.** Committee chairpersons are authorized and encouraged to submit reports either in writing or in person to the Board on any matter of concern to their committee. Annual reports shall be submitted to the Board by October 31 of each year covering the previous year ending September 30. This report shall be submitted in the general format provided in attachment 1.

6. **Effective Date:** _____

Adopted by the Board of Directors on _____

_____ President Attest _____ Secretary

Review History:

General Manager: _____ Date: _____

Legal: _____ Date: _____

By-laws and Resolutions Advisory Committee: _____

Date: _____

ATTACHMENT 1

RESOLUTION C-01

COMMITTEE GENERAL POLICY

Committee reports shall be submitted in the format below.

Section I. COMMITTEE MEMBERS AND STATUS OF TERMS. (Include any membership needs of the committee.)

<u>Name</u>	<u>Date appointed</u>	<u>On Term</u>	<u>Comments</u>
Smith, Tom	Jan 2008	3	will request spec extension
Jones, Bill	Feb 2010	1	

Section II. SUMMARY OF MAJOR ACTIVITIES DURING REPORTING PERIOD.
(Number and underline each subsection)

- 1.
- 2.

Section III. PROBLEMS ENCOUNTERED AND ASSISTANCE REQUIRED.

(Number and underline each subsection)

- 1.
- 2.

Section IV. REQUEST FOR ITEMS TO BE CONSIDERED FOR INCLUSION IN THE NEXT OPA BUDGET. CHAIRPERSONS SHOULD CONSIDER IMPACTS ON THEIR COMMITTEES RELATING TO THE OPA COMPREHENSIVE PLAN.

(Number and underline each subsection) (Include rationale, justification, and cost data.)

- 1.
- 2.

Section V. RECOMMENDATIONS FOR BOARD ACTION. (Number and underline each heading. Each recommendation should be a single, numbered statement and be supported by the information contained in other sections of this report.)

1. That
2. That

Attachments: (Chairpersons may attach supporting documents, studies, and other materials as deemed appropriate.)

ATTACHMENT 2

Resolution C-01

OPA Board/Advisory Committee Charging Document

Request for Performance by: Board
 _____ Advisory Committee

Date: _____

Submitted By: OPA Board Liaison

For Inclusion in Meeting to be Held on: _____, 20____

Request: The Board requests the _____ Advisory Committee to:
 The _____ Advisory Committee requests the Board to:

Background: (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

Discussion: (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

Committee Chair: _____ Date: _____

Board Liaison: _____ Date: _____

Board Secretary: _____

Date: _____

ATTACHMENT 3

RESOLUTION C-01

COMMITTEE GENERAL POLICY

Committee minutes shall be submitted in the format below.

1. Call to Order
2. Present
3. Approval of Agenda
4. Approval of Minute of Previous Meeting
5. Topics Discussed
6. Action Items for Committee
7. Recommendations for Board Consideration
8. Adjournment

DRAFT



**OCEAN PINES ASSOCIATION, INC.
MOTION TO ADJOURN TO
CLOSED SESSION**

At a meeting of the Board of Directors of Ocean Pines Association, Inc., held on this 7th day of March, 2020 at The Assateague Room of the Ocean Pines Community Center the Board voted to adjourn to closed session for the purpose of discussion of matters pertaining to employees and personnel specifically related to potential amendment to the General Manager's contract, as permitted by the MD Homeowner's Association Act, Section 11B-111(4)(i).

Motion made by Colette Horn: Motion seconded by: _____

Discussion:

VOTE TO CLOSE SESSION for the above purpose only:

Director	In Favor	Opposed
Doug Parks		
Steve Tuttle		
Colette Horn		
Frank Daly		
Tom Janasek		
Larry Perrone		
Camilla Rogers		

As allowed by the Maryland Homeowner's Association Act, Section 11B-111(4 & 5).

- (4) A meeting of the board of directors or other governing body of the homeowners association or a committee of the homeowners association may be held in closed session only for the following purposes:
- (i) Discussion of matters pertaining to employees and personnel;
 - (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business;
 - (iii) Consultation with legal counsel on legal matters;
 - (iv) Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
 - (v) Investigative proceedings concerning possible or actual criminal misconduct;
 - (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowner's association;
 - (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure;
 - (viii) Discussion of individual owner assessment accounts; and
- (5) If a meeting is held in closed session under paragraph (4) of this section:
- (i) An action may not be taken and a matter may not be discussed if it is not permitted by paragraph (4) of this section; and
 - (ii) A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the board of directors or the committee of the homeowners association.

Colette C. Horn
Secretary, Ocean Pines Association, Inc.

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: SUSAN HOLT
 2. Address: 98 ROBINHOOD TRL O.P.
 3. Email: holtsu98@gmail.com
 4. Telephone: 410-430-5572 Property Owner for 30 (years)
 5. Committee in which you would like to be involved:

- | | |
|--|---|
| <input type="checkbox"/> Aquatics | Re-Appointment <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Architectural Review - ALTERNATE | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Budget & Finance | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> By-Laws & Resolutions | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Clubs | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Elections | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Environment & Natural Assets | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Golf | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Recreation & Parks | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Communications | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Strategic planning | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Search | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Marine Activities | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Other _____ | Re-Appointment <input type="checkbox"/> |

Impending Term: 1st 2nd 3rd ~ Term will expire: ALTERNATE 3/7/23

6. Why do you want to be on this Committee? TO CONTRIBUTE TO THE PRESERVATION OF PROPERTY VALUES + TO HELP MAINTAIN OP AS A DESIRABLE PLACE TO LIVE. TO WORK AS TEAM + LEARN MORE ABOUT OUR PROCESSES

7. What knowledge/input can you offer to this Committee? EXPERIENCED LEADER ABILITY TO UNDERSTAND BOTH SIDES OF AN ISSUE. ACCOMPLISH GOALS

Susan B. Holt _____ 1/16/2020
 Signature Date

1st Endorsement from Committee Chairperson:
 Comment: VERY QUALIFIED CANDIDATE, LOOK FORWARD TO HER APPOINTMENT.
Lawrence Malone _____ 2/10/20
 Signature Date

2nd Endorsement from Board Liaison to Committee:
 Comment: _____
Stephen Hill _____ 02/18/2020
 Signature Date

Board Action: _____ Date: _____

 President's Signature Date

GOOD ORGANIZATIONAL SKILLS

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: LAURENCE MALONE
 2. Address: 5 PORTSIDE CT OCEAN PINES MD 21811
 3. Email: MASONDIXONFARM@GMAIL.COM
 4. Telephone: 717 873 6076 Property Owner for 11 (years)

5. Committee in which you would like to be involved:

<input type="checkbox"/> Aquatics	Re-Appointment	<input type="checkbox"/>
<input checked="" type="checkbox"/> Architectural Review	Re-Appointment	<input checked="" type="checkbox"/>
<input type="checkbox"/> Budget & Finance	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> By-Laws & Resolutions	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Clubs	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Elections	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Environment & Natural Assets	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Golf	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Communications	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Marine Activities	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment	<input type="checkbox"/>

Future Term: 1st 2nd (3rd) ~ Term will expire: 4/30/21

6. Why do you want to be on this Committee? _____

7. What knowledge/input can you offer to this Committee? _____

Laurence Malone _____ 2/19/20
 Signature Date

1st Endorsement from Committee Chairperson:
 Comment: _____

 Signature Date

2nd Endorsement from Board Liaison to Committee:
 Comment: _____

Styler _____ 02/20/2018
 Signature Date

Board Action: _____ Date: _____

 President's Signature Date

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Olga Novy

2. Address: 33 MARTINIQUE CIRCLE, OP

3. Email: NOVY NET 33 @ GMAIL COM

4. Telephone: 410-641-5070 Property Owner for 14 (years)

5. Committee in which you would like to be involved:

<input type="checkbox"/> Aquatics	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Architectural Review	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Budget & Finance	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> By-Laws & Resolutions	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Clubs	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Elections	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Environment & Natural Assets	Re-Appointment <input type="checkbox"/>
<input checked="" type="checkbox"/> Golf	Re-Appointment <input checked="" type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Communications	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Marine Activities	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment <input type="checkbox"/>

Impending Term: 1st 2nd 3rd ~ Term will expire: 12/9/21

6. Why do you want to be on this Committee? To continue to work on projects we as a committee have focused on.

7. What knowledge/input can you offer to this Committee? Live upon CAC, being a golfer & member aware of the challenges the course faces

Signature Olga Novy Date 2/24/20

1st Endorsement from Committee Chairperson:

Comment: _____

Signature Paul Dan Date 2/25/20

2nd Endorsement from Board Liaison to Committee:

Comment: Frank Doy - Good choice for continuance

Signature Frank Doy Date 2/25/2020

Board Action: _____ Date: _____

President's Signature _____ Date _____

**OCEAN PINES ASSOCIATION
ADVISORY COMMITTEE APPLICATION**

1. Name of Applicant: RONALD M. PORCELLI

2. Address: 9 TORTOLA LANE

3. Email: ronnde@gmail.com

4. Telephone: 410-9423 Property Owner for 5 (years)

5. Committee in which you would like to be involved:

- | | | |
|--|----------------|--------------------------|
| <input type="checkbox"/> Aquatics | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Review | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Budget & Finance | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> By-Laws & Resolutions | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Clubs | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Elections | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Environment & Natural Assets | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Golf | Re-Appointment | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Recreation & Parks | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Communications | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Strategic planning | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Search | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Marine Activities | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Other _____ | Re-Appointment | <input type="checkbox"/> |

Future Term: 1st 2nd 3rd ~ Term will expire: 3/7/23

6. Why do you want to be on this Committee? I BELIEVE THAT I CAN PROVIDE GROUP ORGANIZATIONS IN THE USE OF OUR PARKS AND RECREATIONS FOR ALL.

7. What knowledge/input can you offer to this Committee? PROVIDE SAFETY FOR RECREATION PARTICIPANTS, ALSO PROVIDE ORGANIZATION

Ronald M. Porcelli _____ 02/14/20 _____
Signature Date

1st Endorsement from Committee Chairperson:
Comment: _____
[Signature] _____ 3/2/2020 _____
Signature Date

2nd Endorsement from Board Liaison to Committee:
Comment: _____
[Signature] _____ 2-27-20 _____
Signature Date

Board Action: _____ Date: _____

President's Signature Date

**OCEAN PINES ASSOCIATION
ADVISORY COMMITTEE APPLICATION**

1. Name of Applicant: Martha Arthur
 2. Address: 86 Boston Drive, Ocean Pines MD 21811
 3. Email: marthaarthur12@gmail.com
 4. Telephone: 443-472-7951 Property Owner for 10 (years)
 5. Committee in which you would like to be involved:

- | | | | |
|-------------------------------------|------------------------------|----------------|--------------------------|
| <input type="checkbox"/> | Aquatics | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Architectural Review | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Budget & Finance | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | By-Laws & Resolutions | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Clubs | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Elections | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Environment & Natural Assets | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Golf | Re-Appointment | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Recreation & Parks | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Communications | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Strategic planning | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Search | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Marine Activities | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Other _____ | Re-Appointment | <input type="checkbox"/> |

Future Term: 1st 2nd 3rd ~ Term will expire: 3/17/23

6. Why do you want to be on this Committee? Would like to support recreation and parks, specifically access for diverse populations.

7. What knowledge/input can you offer to this Committee? Special Education experience, teacher, school and central office administration, *

Martha J Arthur _____ Date 2/28/2020
 Signature _____ Date _____

1st Endorsement from Committee Chairperson:
 Comment: _____

[Signature] _____ Date 3/2/2020
 Signature _____ Date _____

2nd Endorsement from Board Liaison to Committee:
 Comment: [Signature] _____

_____ Date 2-27-20
 Signature _____ Date _____

Board Action: _____ Date: _____

President's Signature _____ Date _____

* MD State Department of Education, support to local school systems

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Helen Johnson
 2. Address: 24 Portside Ct 21811
 3. Email: helenjoh@gmail.com
 4. Telephone: 443 540 7603 Property Owner for _____ (years)
 5. Committee in which you would like to be involved:

- | | | |
|--|----------------|-------|
| <input type="checkbox"/> Aquatics | Re-Appointment | _____ |
| <input type="checkbox"/> Architectural Review | Re-Appointment | _____ |
| <input type="checkbox"/> Budget & Finance | Re-Appointment | _____ |
| <input type="checkbox"/> By-Laws & Resolutions | Re-Appointment | _____ |
| <input type="checkbox"/> Clubs | Re-Appointment | _____ |
| <input type="checkbox"/> Elections | Re-Appointment | _____ |
| <input type="checkbox"/> Environment & Natural Assets | Re-Appointment | _____ |
| <input type="checkbox"/> Golf | Re-Appointment | _____ |
| <input type="checkbox"/> Recreation & Parks | Re-Appointment | _____ |
| <input type="checkbox"/> Communications | Re-Appointment | _____ |
| <input checked="" type="checkbox"/> Strategic planning | Re-Appointment | _____ |
| <input type="checkbox"/> Search | Re-Appointment | _____ |
| <input type="checkbox"/> Marine Activities | Re-Appointment | _____ |
| <input type="checkbox"/> Other _____ | Re-Appointment | _____ |

Impending Term: 1st 2nd 3rd ~ Term will expire: _____

6. Why do you want to be on this Committee? I take this as an opportunity for community involvement and input.

7. What knowledge/input can you offer to this Committee? I have participated in strategic planning for the OPA at local and network level.

Signature Helen Johnson Date 2/21/2020

1st Endorsement from Committee Chairperson:
 Comment: _____
 Signature Manuel C. Carter Date _____

2nd Endorsement from Board Liaison to Committee:
 Comment: _____
 Signature Arnell Taylor Date 3-2-2020

Board Action: _____ Date: _____
 President's Signature _____ Date _____

**OCEAN PINES ASSOCIATION
ADVISORY COMMITTEE APPLICATION**

1. Name of Applicant: Patricia A Benner

2. Address: 223 Ocean Parkway Berlin MD

3. Email: gbenner@mchsi.com

4. Telephone: 443-880-3664 Property Owner for 20 (years)

5. Committee in which you would like to be involved:

<input type="checkbox"/> Aquatics	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Architectural Review	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Budget & Finance	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> By-Laws & Resolutions	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Clubs	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Elections	Re-Appointment	<input type="checkbox"/>
<input checked="" type="checkbox"/> Environment & Natural Assets	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Golf	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Communications	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Marine Activities	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment	<input type="checkbox"/>

Impending Term: 1st 2nd 3rd - Term will expire: 3/7/23

6. Why do you want to be on this Committee? Foster sustainability, conservation & thoughtful land use initiatives in our community.

7. What knowledge/input can you offer to this Committee? Science educator with 18 years experience; Earth systems, environmental, + Climate Science.

Signature: Patricia Benner Date: 2/14/2020

1st Endorsement from Committee Chairperson:

Comment: She came to our meeting we all were very impressed

Signature: [Signature] Date: 2/14/20

2nd Endorsement from Board Liaison to Committee:

Comment: _____

Signature: [Signature] Date: 3-2-20

Board Action: _____ Date: _____

President's Signature _____ Date _____