



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
AGENDA

Thursday, December 17, 2015
9:00 AM, Assateague Room, Community Center

Call to Order – Pat Renaud

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes
November 19, 2015- Regular Meeting

President's Remarks – Pat Renaud

General Manager's Report – Bob Thompson

Public Comments

Capital Purchases Request- None

CPI Violations- Bob Thompson
105 Sandyhook Rd.
15 Castle Dr.
79 Boston Dr.

Old Business

New Business
Discussion on "The Parke" letter to the Directors- Dave Stevens
Update on By-laws & Resolutions Committee- Dave Stevens

Pending Actions

Appointments – Pat Renaud
Annemarie Wolfsheimer- 1st Term- Aquatics

Media Questions

Adjournment

Respectfully submitted:
Tom Herrick, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
Thursday, November 19, 2015
9:00 AM, Assateague Room, Community Center

Present- Pat Renaud, Jack Collins, Tom Terry, Cheryl Jacobs, Bill Cordwell, Dave Stevens and Tom Herrick. Also present: Bob Thompson, Teresa Travatello, and Michelle Bennett, 3 members of the press and 8 Association members.

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

Approval of Agenda

The Agenda was approved with the addition of Committee Applicant, Bob O'Malley-Racquet Sports, Doug Parks as Chair of By Laws & Resolutions, Steen property Update and Adjournment to the Board Room for a Closed Session, Mr. Terry moved to accept the Agenda with the changes, Ms. Jacobs seconded, all in favor.

Approval of Minutes

October 23, 2015- Special Meeting- Mr. Collins moved to approve, Mr. Herrick seconded, 6 in favor (Renaud, Jacobs, Terry, Herrick, Collins and Stevens) 1 abstain (Cordwell).

October 29, 2015- Regular Meeting- Mr. Terry moved to approve with Mr. Collins request that he and Mr. Stevens Budget Guidance statements be posted to the website and attached to these Minutes, Ms. Jacobs seconded, 6 in favor (Renaud, Jacobs, Terry, Herrick, Collins and Stevens) 1 abstain (Cordwell).

President's Remarks – Pat Renaud- Mr. Renaud reviewed the Executive Council meeting last week.

General Manager's Report – Bob Thompson (attached)

Capital Projects-
Bridge Repairs / Replacement
Manklin Meadows Project
St. Martin's drainage
SC pool
Reserve Study
Financial Overview
Upcoming events-
 Christmas Tree Lighting
 Breakfast with Santa
 Swim with Santa

Public Comments

Joe Reynolds-84 Watertown Rd. - he had asked via email and at a previous meeting about the \$24 mil. Bulkhead number included in the audited report, Mr. Thompson had said it was an error, but he never received an answer on how that happened. Also Tom

Janasek's CPI violation was never looked into. What is the lighting of White Horse Park reference in Pat's Executive Council report? Aquatics is doing \$50,000 worse if you remove the parking allocation.

Marvin Steen-thanked Board for help on the 60 lots. The Planning commission approved the project in August. The Public hearing will be held in November. Should start construction February. First building should be done in May. He had a contractor look at Beach Club bathrooms, he then handed out a proposal to be considered for next year's budget. Mr. Collins asked Mr. Steen who authorized him to request this bid. Mr. Steen answered no one, he did it on his own.

Board Actions from GM Report- Capital Purchases- None

CPI-

6 Tiller Lane- Mr. Stevens moved to accept the recommendation, Mr. Terry seconded, all in favor.

42 Ocean Parkway- Mr. Cordwell moved to accept recommendation, Mr. Terry seconded, Mr. Terry asked about OP cleaning up the property and fast tracking this violation. Mr. Thompson replied safety issues are normally fast tracked. Mr. Terry would like to discuss changing the process we use, right now it just takes too long. Ms. Jacobs would also like to streamline the process. Mr. Stevens says we have already gotten Council opinion on such circumstances, what would happen if fast tracked? Mr. Thompson said he and Council would move to resolve with not coming back to the Board. All opposed. Mr. Stevens moved to authorize the GM to cleanup property with attorney approval, if not proceed as normal and find in continuing violation. Mr. Herrick seconded, all in favor.

Old Business

Discussion- Landscapes Unlimited 3 Appointed Representatives- Tom Herrick- Mr. Herrick asked why 3 new representatives were picked without Board approval, does the President have the authority to appoint. After a lengthy discussion with varying opinions, Mr. Renaud moved to appoint Mr. Renaud, Mr. Terry & Mr. Cordwell as Board Representatives with LU in accordance with the contract, Mr. Terry seconded, further discussion followed. Motion passed, 4 in favor (Renaud, Jacobs, Terry and Cordwell) 3 opposed (Stevens, Collins and Herrick).

Mr. Stevens moved that at our earliest convenience, a special meeting will be called with the entire Board & Landscapes Unlimited to ask questions. Mr. Renaud said he is working on a report of their meeting, if after that it's still needed, he will call a special meeting. Mr. Collins seconded. Mr. Thompson reminded them the Board will have the opportunity for this exact request during the budget process. Mr. Stevens disagrees. 5 in favor (Stevens, Collins, Herrick, Terry and Renaud) 2 opposed (Jacobs and Cordwell).

Comprehensive Plan-Steve Cohen- Mr. Cohen gave an update on the process and status of the Comprehensive Plan as well as working with Dr. Diriker and Salisbury University.

Motion- Budget Guidance for 2016-17 - Tom Terry- Ms. Jacobs seconded. Mr. Stevens moved to table the motion, he would like a special meeting as Mr. Collins suggested to discuss this very important issue. Mr. Collins agreed, a work session is needed. Mr. Cordwell

said work sessions were a waste of time, no decisions or motions were made. Ms. Jacobs believes the focus of this motion has been lost, it is suggestion to the GM from the B&F Committee. Mr. Terry added, we need to vote yes or no today, if not it becomes a moot point. Mr. Stevens withdrew his motion to table the motion. Mr. Stevens suggested removing the Police station and WH bathrooms placeholders; he proposes we zero out the legacy account. Mr. Cordwell believes we need to discuss with Auditor, Controller and GM before including. Mr. Stevens disagrees with the sentence that includes continuing with the capital funding; no reference to the CIP was included. Mr. Stevens said he was voted to lead the CIP, if Mr. Renaud has appointed someone else then he needs to be told he is no longer in charge of this project. Mr. Collins is concerned his suggestions are not included in this guidance. Mr. Stevens added he believes there is an issue on bulkheads, is there a true up at the end of the cycle. Mr. Thompson said he has told the Board on several occasions they will need to decide on how to proceed when the cycle restarts. Mr. Terry will make the changes to the document. All in favor.

New Business- None

Appointments – Pat Renaud

D. Gail Lynch- 1st Term- Clubs

James "Mike" Evans- 1st Term- Comprehensive Plan

Bob O'Malley- 1st term- Racquet Sports

Doug Parks- Chair- By Laws & Resolutions

Mr. Terry moved to accept all appointments, Mr. Stevens seconded, all in favor.

Media Questions- None

Adjournment

At 11:35 am Mr. Herrick moved to adjourn to closed session for contract negotiations, specifically Sandpiper. Mr. Terry seconded, all in.

Respectfully submitted:
Tom Herrick, Secretary

Michelle Bennett

From: Pat Renaud <prenaud5@mchsi.com>
Sent: Thursday, December 10, 2015 10:52 AM
To: Michelle Bennett
Subject: Fellow Directors.doc

Michelle, please attach to President's Remarks on the December 17th Agenda

Thanks, Pat

Fellow Directors:

Following our last Board meeting of November 19th, I received several complaints from members of our Association about the lack of decorum at that meeting.

When I became the President, it was a goal that we Directors would be more civil to one another, listen peacefully to each other's concerns, and finally vote upon which course of action we wished to take. This has not occurred as both the rhetoric and rancor has increased at each meeting. If we truly wish to serve our constituents, these practices will have to stop.

In the future, I intend to have shorter Agendas that last only two hours at most. To accomplish that we will have to stick to the topic and rid ourselves of uncomplimentary remarks about fellow members on the Board. Everyone certainly can have a say about any issue but interrupting a fellow Director and/or raising your voice is not acceptable behavior. I promise to do my best to better control the meetings in the future; but to do this, I need your full cooperation.

If you have any questions about this message, please do not hesitate to contact me.

Pat Renaud



GENERAL MANAGER'S REPORT 15 December 2015

I. FINANCIAL REPORTS

- A. **Monthly Controller's Report** – provided on 15 December 2015
- B. **Quarterly** – Next quarterly report will be provided in February 2016.

II. UNFINISHED BUSINESS

A. Manklin Meadows Project

Proposals were due back by this week. Once they have been reviewed, a final recommendation will be provided to the Board of Directors for consideration.

B. Bridge Repair Project(s)

- 1. Final cost estimates are being calculated.

C. Bridge Replacement

- 1. Efforts are underway to identify the type of bridges and final costs to complete each.

D. Reserve Study

10 December – Conference call with DMA to review preliminary schedule of components and expenditure summary for all items. We were able to identify some missing items. Team is reviewing summary information provided by DMA for any additional items that may have been overlooked. Draft report is anticipated before the end of December.

E. Sandpiper

Legal review of documents has been accomplished. Final agreements, with changes will be presented to the Board for consideration.

III. NEW BUSINESS

- A. N/A

IV. MAJOR AMENITIES

A. GOLF

Golf closed out the month \$20,812 ahead of budget. Net revenues were \$9,438 worse than budget and expenses were better than budget \$30,250 for the month. Year-over-year comparison reveals golf is \$19,94 ahead of last year for the same time period.

B. YACHT CLUB

Net Revenues were right on budget for the month. Expenses were slightly up for the month mostly related to services/supplies. We finished the month \$8,993 below budget. Year-to-date performance reflects profits of \$165,873 which is a \$156,711 improvement over last year for the same time period.

C. AQUATICS

Aquatics revenues for the month were \$11,286 better than budget and expenses were \$2,159 worse than budgeted. Net result Aquatics ended the month \$9,127 ahead of budget for the month. Year-to-date, Aquatics is \$136,926 (inclusive of beach club parking allocation of \$50,736) better than last year.

V. CAPITAL ITEMS

N/A

VI. CPI VIOLATIONS

- ◆ A. **105 Sandyhook Road** – Trash in Yard
- ◆ B. **15 Castle Drive** – Maintenance & No Fence Permit
- ◆ C. **79 Boston Drive** – Deck with No Permit
- D. **42 Ocean Parkway** – Maintenance - update

Respectfully Submitted, **Bob Thompson**
General Manager, Chief Administrative Officer OPA



Effective Date: 15 December 2015

◆ *Requires Board Action*

To: Ocean Pines Board of Directors
 From: Bob Thompson
 Subject: Request for Compliance Action
 Date: December 17, 2015

Member Name	Justin McDonald	
Ocean Pines Address & Sec./Lot	105 Sandyhook Road (03/0084)	
Mailing Address	Same as above	
Phone #(s)	443-880-5171	
Violation	Trash in Yard	
Violation Reference	Section 8.A.I. of the Declaration of Restrictions	
Timeline	6/18/15	Initial inspection
	6/18/15	1 st letter sent via regular mail
	7/6/15	Follow-up inspection completed; 2 nd letter sent via certified mail (received 7/16/15)
	7/16/15	Spoke to owner – will address when he gets back in town (extended violation)
	9/1/15	Follow-up inspection completed; forwarded violation to the ARC
	9/15/15	Final letter sent via certified mail (received 9/18/15)
	10/15/15	Follow-up inspection completed; extended violation 1 month
	12/7/15	Follow-up inspection completed, forwarded violation to the BOD
Member Contacted (Yes/No)	Yes (7/16/15)	
Member Notification of ARC Meeting	7/6/15	In 2 nd letter to member via certified mail (received 7/16/15)
ARC Hearing and Results	9/15/15	Addressed at the ARC Meeting; final letter sent via certified mail (received 9/18/15)
Notification to Member of BOD Meeting	9/15/15	In final letter to member via certified mail (received 9/18/15)
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)	n/a	
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

12-7-15

3-84

105 SANDHOOK RD.

TRASH IN YARD



To: Ocean Pines Board of Directors
 From: Bob Thompson
 Subject: Request for Compliance Action
 Date: December 17, 2015

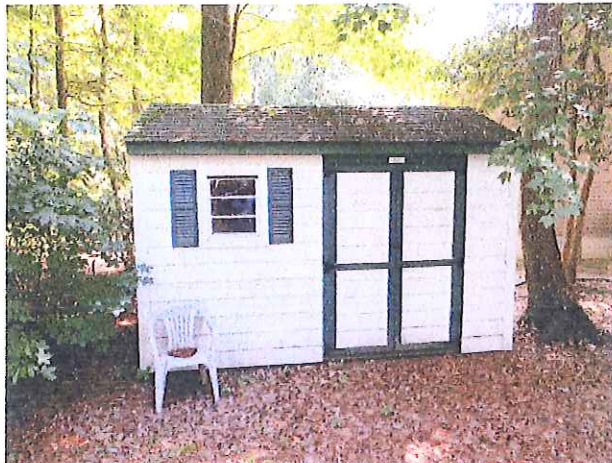
Member Name	Russell Luzier	
Ocean Pines Address & Sec./Lot	15 Castle Drive (10/0672)	
Mailing Address	257 Nelliefield Creek Drive, Wando, SC 29492	
Phone #(s)	410-600-0068	
Violation	Maintenance & No Permit – Fence	
Violation Reference	Section 8.A.I. of the Declaration of Restrictions Section 5.A. of the Declaration of Restrictions	
Timeline	8/5/15	Initial inspection
	8/5/15	1 st letter sent via regular mail
	9/24/15	Follow-up inspection completed; 2 nd letter sent via certified mail (unclaimed)
	10/13/15	Follow-up inspection completed; forwarded violation to the ARC
	10/20/15	Final letter sent via certified mail (received 10/26/15)
	12/7/15	Follow-up inspection completed, forwarded violation to the BOD
Member Contacted (Yes/No)	Yes (12/9/15 – went to leave message but phone # belongs to a Phyllis Winchester, not Russell Luzier)	
Member Notification of ARC Meeting	9/24/15	In 2 nd letter to member via certified mail (unclaimed)
ARC Hearing and Results	10/20/15	Addressed at the ARC Meeting; final letter sent via certified mail (received 10/26/15)
Notification to Member of BOD Meeting	10/20/15	In final letter to member via certified mail (received 10/26/15)
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)	Owe assessments for 1 year (balance due: \$1,128.66). Lien issued 10/9/15.	
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

12-7-2015

10-0672

15 CASTLE DR.

MAINTENANCE/FENCE NO PERMIT



To: Ocean Pines Board of Directors
 From: Bob Thompson
 Subject: Request for Compliance Action
 Date: December 17, 2015

Member Name	Bryan Gibson	
Ocean Pines Address & Sec./Lot	79 Boston Drive (11/0116)	
Mailing Address	Same as above	
Phone #(s)	No phone # listed	
Violation	No Permit – Deck	
Violation Reference	Section 5.A. of the Declaration of Restrictions	
Timeline	9/1/15	Initial inspection
	9/1/15	1 st letter sent via regular mail
	9/21/15	Follow-up inspection completed; 2 nd letter sent via certified mail (received 9/30/15)
	10/1/15	Follow-up inspection completed; forwarded violation to the ARC
	10/20/15	Final letter sent via certified mail (received 10/24/15)
	12/7/15	Follow-up inspection completed, forwarded violation to the BOD
Member Contacted (Yes/No)	No (no phone # listed)	
Member Notification of ARC Meeting	9/21/15	In 2 nd letter to member via certified mail (received 9/30/15)
ARC Hearing and Results	10/20/15	Addressed at the ARC Meeting; final letter sent via certified mail (received 10/24/15)
Notification to Member of BOD Meeting	10/20/15	In final letter to member via certified mail (received 10/24/15)
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)	Owe assessments for 1 year (balance due: \$1,078.66). Lien issued 10/9/15.	
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

12-7-15

11-116

79 BOSTON DR.

DECK NO PERMIT



**OCEAN PINES ASSOCIATION
ADVISORY COMMITTEE APPLICATION**

1. Name of Applicant: Annemarie Wolfsheimer
 2. Address: 11 B Mallard Drive East Berlin, MD 21811
 3. Email: amtallyho@gmail.com
 4. Telephone: 443-783-8485 Property Owner for 19 (years)

5. Committee in which you would like to be involved:
- | | | |
|---|----------------|-------|
| <input checked="" 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"/> Recreation & Parks | Re-Appointment | _____ |
| <input type="checkbox"/> Communications | Re-Appointment | _____ |
| <input type="checkbox"/> Comprehensive Plan | Re-Appointment | _____ |
| <input type="checkbox"/> Search | Re-Appointment | _____ |
| <input type="checkbox"/> Marine Activities | Re-Appointment | _____ |
| <input type="checkbox"/> Tennis | Re-Appointment | _____ |
| <input type="checkbox"/> Other _____ | Re-Appointment | _____ |

Term: 1st 2nd 3rd ~ Term will expire: _____

6. Why do you want to be on this Committee? I would like to add my aquatic experience to the community. I believe my social knowledge can help Ocean Pines grow in economic & structure.

7. What knowledge/input can you offer to this Committee? Since the age of 15 I have been a lifeguard, swim instructor & CPD.

Annemarie Wolfsheimer _____ 11/7/15
 Signature Date

1st Endorsement from Committee Chairperson:
 Comment: I have met with her and discussed our duties
games
 Signature _____ Date 10/18/15

2nd Endorsement from Board Liaison to Committee:
 Comment: Patricia H. [unclear]
 Signature _____ Date 12/8/15

Board Action: _____ Date: _____
 President's Signature _____ Date _____

CALENDAR YEAR 2015

ADVISORY COMMITTEES MINUTES & REPORTS POSTED ON WEBSITE

COMMITTEE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
AQUATICS	M	M	M	M	N/A	M	M	M	M			
ARC (2 MEETINGS PER MTH)	MM	N/A	MM	M	N/A	MM	MM	MM	M	MMR	M	
B & F	R	MR	N/A	M	M	N/A	M	M	M	R M	N/A	
BY LAWS & RESOLUTIONS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CLUBS	M	M	M	M	N/A	M	M	M	M R	M		
COMMUN.	M		MR			N/A	N/A	M	M	M R	N/A	N/A
COMP. PLAN							M	MMM	N/A	N/A R		
ELECTIONS	N/A	N/A	N/A	M	N/A	M	M	N/A	M R	N/A	N/A	N/A
E & NA			M		M	M	N/A	N/A	M	N/A R		
MARINE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
RACQUET	M	N/A	N/A	M	M	M	M	M	M	R	M	
R & P	M	M	M	M	M	M	N/A	N/A	M	M R	M	N/A

M- MINUTES

R- REPORTS