



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

Saturday, January 21, 2023  
9:00 AM, Clubhouse Meeting Room

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDViMjY1ODQtODliYy00M2Y1LTg5NzctMWFiMDViNThkNDUz%40thread.v2/0?context=%7b%22Tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22Oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDViMjY1ODQtODliYy00M2Y1LTg5NzctMWFiMDViNThkNDUz%40thread.v2/0?context=%7b%22Tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22Oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d)

Call to Order – Doug Parks, President

Pledge of Allegiance

Approval of Agenda

Approval of Minutes –

November 19, 2022 – Regular Meeting

December 17, 2022 – Regular Meeting

January 16, 2023 – Special Meeting

President's Remarks

GM Report – John Viola

Treasurer's Report – Monica Rakowski

Public Comments –

*Members wishing to make comments must state their name and address.*

Capital Requests –

None

CPI Violations –

None

Unfinished Business –

None

## New Business –

First reading of revisions to Resolution M-01 (Policy and Compliance Procedures for Declaration of Restrictions and ARC Guidelines Violations) – Colette Horn

First reading of revisions to Resolution M-02 (Amenity Policies) – Colette Horn

First reading of amending Resolution B-01 (Book of Resolutions) – Steve Jacobs

Review of Resolution B-04 (Agenda Development for Board Meetings) – Steve Jacobs

First reading of revisions to Resolution B-07 (Petitions) – Steve Jacobs

Review of Resolution C-09 (Executive Advisory Committee) – Steve Jacobs

First reading to amending Resolution F-03 (Financial Reserve Accounts) – Steve Jacobs

First reading to revisions to Resolution M-05 (Animal Control) – Steve Jacobs

Review of Resolution M-08 (Association Manuals) – Steve Jacobs

Second reading of revisions to Resolution C-14 (Racquet Sports Advisory Committee) – Colette Horn

Enhanced Video Surveillance of Alcohol Serving Venues – Frank Daly

Email Dissemination to Association Members – Frank Daly

## Appointments –

John Dilworth – 3<sup>rd</sup> Term & Chair – Architectural Review Committee

Susan Holt – 2<sup>nd</sup> Term – Architectural Review Committee

John Wherrity – 1<sup>st</sup> Term – Budget & Finance Committee

## Adjournment



OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS' REGULAR MEETING  
Saturday, November 19, 2022  
9:00 a.m., Clubhouse Meeting Room

PRESENT: Doug Parks, Rick Farr, Stuart Lakernick, Monica Rakowski, Frank Daly, Colette Horn, and Steve Jacobs.

ALSO PRESENT: John Viola (General Manager), 31 Association members, and approximately 153 attendees through Microsoft Teams.

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

**Approval of Agenda** –

Mr. Parks moved to accept the agenda, Ms. Rakowski seconded, all in favor.

**Approval of Minutes** –

Mr. Parks moved to accept the minutes from the October 15, 2022 Regular Meeting, Dr. Horn seconded. Dr. Lakernick noted that due to Mr. Daly losing connection at the end of the meeting, as he was attending the meeting virtually, the committee appointments need to reflect the correct vote with comment that Mr. Daly was unavailable. Dr. Lakernick moved to accept the amended minutes from the October 15, 2022 Regular Meeting, Mr. Farr seconded, all in favor.

Dr. Lakernick moved to accept the minutes from the October 20, 2022 Special Meeting, Ms. Rakowski seconded, all in favor.

Dr. Lakernick moved to accept the minutes from the October 25, 2022 Special Meeting, Mr. Daly seconded, all in favor.

Dr. Horn moved to accept the minutes from the November 10, 2022 Special Meeting, Dr. Lakernick seconded, all in favor.

**Announcement of Email Votes/Motions – Stuart Lakernick**

Dr. Lakernick reported the unanimous email approval of extending the term of Bernie McGorry as Chair of the Strategic Planning Committee.

**President's Remarks – Doug Parks**

Mr. Parks read into record a statement regarding the recent events directed to the Board.

**Route 90 Presentation – Patti Stevens**

Ms. Stevens presented a presentation on the proposed Route 90 expansion project.

**GM Report – John Viola (attached)**

**Treasurer's Report – Monica Rakowski (attached)**

**Public Comments –**

Becky Vail – 866 Ocean Parkway  
Dutch Oostveen – 12 Lord Guy Terrace  
Paula Gray – 88 Windjammer Road  
Betty Wildgust – 24 Watergreen Lane  
Ray Obrocki – 88 Windjammer Road  
Mark Thomas – 1132 Ocean Parkway  
Kim Gorsuch – 6 Crossbow Trail  
Steve Ransdell – 128 Boston Drive  
Josette Wheatley – 36 Carriage Lane  
Andie Davis – 32 Royal Oaks Drive  
Doris Nowakowski – 23 Concord Lane  
Jerry Leuters – 109 Bramblewood Drive  
Kathy Vail – 866 Ocean Parkway

**Capital Requests – None**

**CPI Violations – None**

**Unfinished Business – None**

**New Business –**

Motion to approve partnering with the Gavin Knupp Foundation to create an annual Gavin Knupp Award – Colette Horn

Dr. Horn withdrew the motion and the Board unanimously consented.

Discussion of new "Vote" signs – Steve Jacobs

Mr. Parks forwarded the request to the General Manager, with the Communications Committee to come up with an expense estimate for the new signs..

Discussion on submitting a letter of endorsement from the Board in support of the efforts by the Worcester County Bike and Pedestrian Coalition regarding the proposed Route 90 Project – Doug Parks

Mr. Parks will have a letter of endorsement drafted to all recipients of the project to also request items Ocean Pines would like, including a bike path access to Route 90 from Ocean Pines.



**Appointments –**

Mr. Daly moved to accept the following appointments, Mr. Farr seconded, all in favor:

Frank Brown – Chair – Golf Committee

Amy Hasson – 1<sup>st</sup> Term – Aquatics Committee

Vivian Koroknay – 1<sup>st</sup> Term – Aquatics Committee

Thomas Ottenwaelder – 1<sup>st</sup> Term – Recreation & Parks Committee

Linda Yurche – 1<sup>st</sup> Term – Communications Committee

**Adjournment** – Ms. Rakowski moved to adjourn, Mr. Farr seconded, all in favor.

The meeting adjourned at 11:14 a.m.

Respectfully submitted:

Stuart Lakernick, Secretary



OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS' REGULAR MEETING  
Saturday, December 17, 2022  
9:00 a.m., Clubhouse Meeting Room

PRESENT: Doug Parks, Rick Farr, Stuart Lakernick, Monica Rakowski, Frank Daly, Colette Horn, and Steve Jacobs.

ALSO PRESENT: John Viola (General Manager), 17 Association members, and approximately 18 attendees through Microsoft Teams.

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

**Approval of Agenda –**

Dr. Horn moved to accept the agenda, Ms. Rakowski seconded.

Mr. Farr moved to amend the agenda to remove the discussion of the Elections Committee under new business. Ms. Rakowski seconded.

Mr. Daly noted that the report received by the Elections Committee still does not answer all the questions to determine if an audit of the election is needed. Mr. Parks replied that he will forward the questions again to the liaison for clarification.

Mr. Jacobs moved to accept the amended agenda, Mr. Farr seconded, all in favor.

**Approval of Minutes –**

Ms. Rakowski moved to accept the minutes from the November 19, 2022 Regular Meeting, Mr. Farr seconded. Dr. Horn noted that there are quite a few edits that need to be made to the minutes. The minutes from the November 19, 2022 were tabled to be discussed at the next meeting.

Dr. Horn moved to accept the minutes from the December 9, 2022 Special Meeting, Dr. Lakernick seconded, all in favor.

**President's Remarks – Doug Parks**

Mr. Parks wished everyone a safe and happy holiday season.

**OPVFD Work Group Presentation – John Viola & Ted Moroney**

Mr. Viola and Mr. Moroney made a presentation on the status of the Fire Department project.

**GM Report – John Viola (attached)**

**Treasurer's Report – Monica Rakowski (attached)**

**Public Comments –**

Tom Janasek – 17 Lookout Point  
Lora Pangratz – 2 Harpoon Road  
Amy Peck – 109 White Horse Drive  
Dave Van Gasbeck – 26 Abbyshire Road

**Capital Requests –**

Finance – Document Management Software (DMS)

Dr. Horn moved to accept the recommendation, Dr. Lakernick seconded, all in favor.

Public Works – 2023 Bulkhead Replacement

Dr. Horn moved to accept the recommendation, Ms. Rakowski seconded, all in favor.

Mr. Jacobs questioned if the bulkhead height would be raised. Mr. Viola responded that he already researched, and the bulkheads cannot be raised as the water would not go back out and would stay on the property, which would create washouts.

**CPI Violations – None**

**Unfinished Business – None**

**New Business –**

First reading of revisions to Resolution C-14 (Racquet Sports Advisory Committee) – Colette Horn

**Appointments –**

Dr. Horn moved to accept the following appointments, Dr. Lakernick seconded, all in favor:

Karen Baldwin – 1<sup>st</sup> Term – Environmental & Natural Assets Committee  
Pam McGregor – 1<sup>st</sup> Term – Recreation & Parks Committee

**Adjournment** – Mr. Daly moved to adjourn, Dr. Horn seconded, all in favor.

The meeting adjourned at 10:20 a.m.

Respectfully submitted:  
Dr. Stuart Lakernick, Secretary



OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS' SPECIAL MEETING  
Monday, January 16, 2023  
2:00 p.m., Administration Conference Room

PRESENT: Doug Parks, Monica Rakowski, Colette Horn, and Steve Jacobs. Rick Farr, Stuart Lakernick, and Frank Daly attended virtually.

ALSO PRESENT: John Viola, Jeremy Tucker, and 9 attendees through Microsoft Teams.

**Call to Order** – Doug Parks called the meeting to order at 2:00 p.m. with the Pledge of Allegiance.

**Approval of Agenda** –

Mr. Jacobs moved to accept the agenda, Dr. Horn seconded, all in favor.

**Public Comments** –

None

**New Business** –

Motion to go into closed session for the purpose of consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters –

Mr. Parks moved to go into closed session, Dr. Horn seconded, all in favor.

The meeting went into closed session at 2:02 p.m.

Respectfully submitted:  
Dr. Stuart Lakernick, Secretary





§ 11B-111.10. Dispute settlement mechanisms  
West's Annotated Code of Maryland  
Real Property  
Effective: October 1, 2022  
West's Annotated Code of Previous Maryland  
Real Property (Refs & Annos)

Title 11b. Homeowners Association Act (Refs & Annos)

Effective: October 1, 2022

MD Code, Real Property, § Previous Term11B-111.10Next Term

§ Previous Term11B-111.10. Dispute settlement mechanisms

**In general**

(1) Unless the declaration or bylaws state otherwise, the dispute settlement mechanism provided by this section is applicable to complaints or demands formally arising on or after October 1, 2022.

**Procedures required before imposition of fine or infringement of rights**

(1) The board of directors or other governing body of the homeowner's association may not impose a fine, suspend voting, or infringe on any other right of a lot owner or any other occupant for violations of rules until the procedures in this subsection are followed.

(2) A written demand to cease and desist from an alleged violation shall be provided to the alleged violator specifying:

(i) The nature of the alleged violation;

(ii) The action required to abate the violation; and

(iii) A period of time, not less than 15 days, during which the violation may be abated without further sanction, if the violation is a continuing violation, or a statement that any further violation of the same rule may result in the imposition of sanction after notice and opportunity for hearing if the violation is not continuing.

(3) Within 12 months of the demand, if the violation continues past the period of time allowed in the demand for abatement without penalty or if the same rule is violated subsequently, the board shall provide the alleged violator, at the alleged violator's address of record, with a written notice of the alleged violator's right to request a hearing to be held by the board in executive session containing:

(i) The nature of the alleged violation;

(ii) The procedures for requesting a hearing at which the alleged violator may produce any statement, evidence, or witnesses on behalf of the alleged violator;

(iii) The period of time for requesting a hearing, which may not be less than 10 days from the giving of the notice; and



(iv) The proposed sanction to be imposed.

(4) If the alleged violator requests a hearing within the period of time specified in the notice provided under paragraph (3) of this subsection, the board shall provide the alleged violator with a written notice of the time and place of the hearing, which time may not be less than 10 days after the date the request for a hearing was provided.

(i) At the hearing, the alleged violator has the right to present evidence and cross-examine witnesses.

(ii) The hearing shall be held in executive session in accordance with this notice and shall afford the alleged violator a reasonable opportunity to be heard.

(iii) Prior to the taking effect of any sanction under this section, proof of notice shall be entered in the minutes of the meeting.

(iv) The proof of notice shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of providing the notice, is entered in the minutes by the officer or director who provided the notice.

(v) The notice requirement shall be deemed satisfied if the alleged violator appears at the meeting.

(vi) The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

(5) If the alleged violator does not request a hearing within the period of time specified in the notice provided under paragraph (3) of this subsection, the board, at the next meeting, shall deliberate as to whether the violation occurred and decide whether a sanction is appropriate for the violation.

(6) A decision made in accordance with these procedures shall be appealable to the courts of Maryland.

#### **Failure of lot owners to comply with title, declarations, bylaws, or decisions**

(1) If any lot owner fails to comply with this title, the declaration, or bylaws, or a decision rendered in accordance with this section, the lot owner may be sued for damages caused by the failure or for injunctive relief, or both, by the homeowner's association or by any other lot owner.

(2) The prevailing party in any proceeding under this subsection is entitled to an award for counsel fees as determined by the court.

#### **Enforcement of title, declaration, or bylaws**

(1) The failure of the board of directors or other governing body of the homeowner's association to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of the right to enforce the provision on any other occasion.

#### **Application of section**

(1) This section does not apply to the Columbia Association or the village community associations for the villages of Columbia in Howard County.

**Credits**

Added by Acts 2022, c. 282, § 1, eff. Oct. 1, 2022.

MD Code, Real Property, § Previous Term 11B-111.10 Next Term, MD REAL PROP § 11B-111.10.

Current through all legislation from the 2022 Regular Session of the General Assembly. Some statute sections may be more current, see credits for details.

## 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 **BOD 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 BOD** 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 **property**. Therefore, the privilege of membership in OPA and residing in Ocean Pines comes with responsibilities.

**A.** It is the policy of OPA to exercise the authority provided above to rigorously and proactively enforce its DRs, **ARC Guidelines** and **any other applicable** 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,

~~(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. Definitions

**A.** Complaint: The notification to or identification by the **Compliance, Permitting and Inspections Department (hereinafter referred to as 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.

**B.** Complainant: An individual or entity that brings a potential Violation of the DRs or ARC Guidelines to the attention of CPI.

**C.** Responsible Party: A Responsible Party is an ~~Ocean Pines Association~~ **OPA** member or other entity (**Corporation, LLC, LP, Management Company, Trust, etc.**) or person in control of real property within **the** OPA, to include:



1. An ~~Ocean Pines Association~~ OPA member as established in ~~Paragraph 12A of the Declarations of Restrictions for each Section~~ The Ocean Pines Association, Inc, Articles of Amendment and Restatement, SIXTH Section, Paragraph 1; 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.

D. 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 ~~inspected and~~ verified ~~by CPI.~~

E. Violation: A Violation is a Complaint that has been confirmed by CPI ~~Department~~ to be in non-compliance with the Declarations of Restrictions or ARC Guidelines.

F. Violation – First Notice: A written notification to a Responsible Party of a Violation ~~by both USPS Certified Mail Return Receipt requested and regular mail~~ conveyed by an appropriate method to the address on record with OPA, ~~which conforms to Maryland Real Property Article, 11B-111.10, B2.~~

G. Violation – Second Notice: A written notification to a Responsible Party of the continuation of the Violation referenced in the First Notice. Notification, conforming to Maryland Real Property Article, 11B-111.10, B3, will be initiated by BOD ~~by both USPS Certified Mail Return Receipt requested and regular mail~~ and conveyed by an appropriate method to the address on record with OPA.

H. Violation - Repeat: A repeat Violation ~~of~~ is a Violation of the same or similar type, previously documented and cited ~~Violation which has been documented and corrected~~ with the same Responsible Party at the same property address. The process to enforce a Repeat Violation will begin with Paragraph 6, Step 4 below. ~~within a 36-month period.~~

## 5. Responsibilities

A. The ~~Board~~ BOD: The ~~Board~~ BOD 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~~ BOD to take actions deemed necessary to address ~~all Violations including~~ health and safety Violations and to report such actions taken to the ~~Board~~ BOD, as soon as reasonably possible, by electronic means and to include a summary of the action at the next regularly scheduled ~~Board~~ BOD meeting.

C. ~~Department or Compliance, Permitting and Inspection (“CPI”)~~ CPI: CPI shall be the point of contact for Violations. CPI activities shall include, but not be limited to, ~~receipt and investigation of Complaints, determining if a Violation exists, which may include entering lots to conduct the visual inspections and documentation of subject 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.e, Step 4.~~

~~(2) 1. Upon reasonable request by a Responsible Party for a variance/exception by a Responsible Party, ARC shall review the request to determine if sufficient justification exists to grant a variance to the DRs or exception to ARC Guidelines.~~

~~(2) 2. Be able to enter onto a lot to conduct an inspection, with the purpose of entry limited to observation and/or documentation, when necessary, and after attempting to obtain the owner's permission.~~

~~3. Authorize the referral to BOD for the issuance of a Second Notice of Violation to the Responsible Party indicating non-compliance with the First Notice of Violation. This Second Notice of Violation will make the Responsible Party aware of their right to appeal their case to an Executive Session of BOD.~~

## 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 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. ~~This may include authorization to enter onto a lot to conduct an inspection, with the purpose of entry limited to observation and/or documentation, if necessary.~~ Upon determining 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 and the case will be closed.

~~**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 3.** First Notice of Violation: If CPI determines that the Complaint constitutes a Violation, CPI will send the First Notice of Violation, as defined above, to the Responsible Party. If the Violation is not corrected, or Substantial Progress has not been made toward correcting the Violation within 15 days from the date of the notice, CPI will notify BOD to send a Second Notice of Violation to the Responsible Party. Simultaneous with BOD notification of the need for a Second Notice of Violation, CPI/ARC will forward the case to the GM for further action.

a. In cases where OPA or its designees do not have the ability to correct the Violation, the General Manager will notify OPA's legal counsel to begin the process of obtaining a Court Order to force compliance.

i. Legal counsel will notify the Responsible Party the case has been forwarded to their office to proceed with obtaining a Court Order requiring the Responsible Party to comply. This notice will grant an additional 15 days for compliance before moving forward.

ii. If the Responsible Party does not respond or produce evidence of compliance within the additional 15 days afforded by legal counsel, the process will move forward, with any legal fees incurred being the responsibility of the Responsible Party. Unpaid legal fees will be treated as any other Assessment in accordance with OPA's Collection Policy.

b. In cases where OPA has the ability to correct the Violation, the GM has the discretion to refrain from, or delay, forwarding the case to the OPA's legal counsel. Any fees resulting from the OPA taking corrective action will be the responsibility of the Responsible Party. Unpaid fees will be treated as any other Assessment in accordance with OPA's Collection Policy.

**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.~~



**Step 4.** Second Notice of Violation: Failure to comply with the First Notice of Violation by expiration of the Fifteen Day (15) grace period in the First Notice of Violation, will result in a Second Notice of Violation sent by BOD, as defined above, notifying the Responsible Party of their right to request an Appeal Hearing before an Executive Session of BOD within Ten Days (10) of the date of this Second Notice. This is the only time this opportunity will be available to the Responsible Party. Failure to make contact within that time voids the Responsible Party's right to request an Appeal Hearing and OPA will continue with the enforcement tools available to force compliance as detailed in Step 5 below.

~~\*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:** BOD Appeal Hearing Process:

a. If the Responsible Party requests an Appeal Hearing, BOD will respond with a schedule of available dates. If the Responsible Party loses their Appeal, or if the Responsible Party does not appear at the Appeal Hearing and BOD determines the imposition of sanctions is valid, any sanctions previously authorized will be put in place immediately and remain in place until the property is brought into compliance.

i. Current sanctions allowed for all Sections within Ocean Pines are found in Ocean Pines Association, Inc, Articles of Amendment and Restatement, SIXTH Section, Paragraph 8, are the suspension of voting rights for OPA elections and suspension of the right to use parks and other recreational facilities and amenities.

ii. The Declaration of Restrictions for Sections 12, 15B, 16, 17, 18C, 18E, 18F, 18G, 18S, 19 and 20, in addition to the above sanctions, allow the BOD to establish a system of fines for continuing Violations in these sections, including provisions for the imposition and enforcement. Any unpaid fines, if imposed, will be treated as any other Assessment in accordance with OPA's Collection Policy.

~~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 BOD via email when action is taken and will include a summary of actions taken in the monthly report to the BOD. 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 legal 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 BOD suspend certain rights of the violating members as permitted by the DR's.

**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.~~

9. Failure of a Responsible Party to Comply with Resolution M-01, Declarations, Bylaws or Decisions:

A. if any Responsible Party fails to comply with this resolution, the declaration, or bylaws, or a decision rendered in accordance with this section, the Responsible Party may be sued for damages caused by the failure or for injunctive relief, or both, by OPA or any member of OPA.

B. The prevailing party in any proceeding under this section is entitled to an award of legal fees as determined by the Court.

10. Enforcement of Resolution M-01, Declaration, or Bylaws:

A. The failure of the BOD or other governing body of OPA to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of OPA's right to enforce the provision on any other occasion.

Effective Date: May 2, 2020

Approved by the BOD on May 2, 2020

President \_\_\_\_\_

Secretary \_\_\_\_\_

Review History:

General Manager \_\_\_\_\_ Date: \_\_\_\_\_

Legal \_\_\_\_\_ Date: \_\_\_\_\_

By-laws and Resolutions Advisory Committee \_\_\_\_\_ Date: \_\_\_\_\_

## 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 BOD) 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 BOD 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 property. Therefore, the privilege of membership in OPA and residing in Ocean Pines comes with responsibilities.

A. It is the policy of OPA to exercise the authority provided above to rigorously and proactively enforce its DRs, ARC Guidelines and any other applicable 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,

#### 4. Definitions

A. **Complaint:** The notification to or identification by the Compliance, Permitting and Inspections Department (hereinafter referred to as CPI) 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.

B. **Complainant:** An individual or entity that brings a potential Violation of the DRs or ARC Guidelines to the attention of CPI.

C. **Responsible Party:** A Responsible Party is an OPA member or other entity (Corporation, LLC, LP, Management Company, Trust, etc.) or person in control of real property within OPA, to include:

1. An OPA member as established in The Ocean Pines Association, Inc, Articles of Amendment and Restatement, SIXTH Section, Paragraph 1; and

2. Entity or person, other than a member, who is in control of a lot within OPA, such as a personal representative or servicer of a foreclosure purchaser.

D. **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 CPI with a start date, completion date and project milestones that can be inspected and verified.

E. **Violation:** A Violation is a Complaint that has been confirmed by CPI to be in non-compliance with the Declarations of Restrictions or ARC Guidelines.



F. Violation – First Notice: A written notification to a Responsible Party of a Violation conveyed by an appropriate method to the address on record with OPA, which conforms to Maryland Real Property Article, 11B-111.10, B2.

G. Violation – Second Notice: A written notification to a Responsible Party of the continuation of the Violation referenced in the First Notice. Notification, conforming to Maryland Real Property Article, 11B-111.10, B3, will be initiated by BOD and conveyed by an appropriate method to the address on record with OPA.

H. Violation - Repeat: A repeat Violation is a Violation of the same or similar type, previously documented and cited with the same Responsible Party at the same property address. The process to enforce a Repeat Violation will begin with Paragraph 6, Step 4 below.

## 5. Responsibilities

A. The BOD: The BOD 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 BOD to take actions deemed necessary to address all Violations including health and safety Violations and to report such actions taken to the BOD, as soon as reasonably possible, by electronic means and to include a summary of the action at the next regularly scheduled BOD meeting.

C. CPI: CPI shall be the point of contact for Violations. CPI activities shall include, but not be limited to, receipt and investigation of Complaints, determining if a Violation exists, which may include entering lots to conduct visual inspections and documentation of subject properties, 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. ARC: As further set forth in this Resolution, ARC shall:

1. Upon reasonable request for a variance/exception by a Responsible Party, ARC shall review the request to determine if sufficient justification exists to grant a variance to the DRs or exception to ARC Guidelines.

2. Be able to enter onto a lot to conduct an inspection, with the purpose of entry limited to observation and/or documentation, when necessary, and after attempting to obtain the owner's permission.

3. Authorize the referral to BOD for the issuance of a Second Notice of Violation to the Responsible Party indicating non-compliance with the First Notice of Violation. This Second Notice of Violation will make the Responsible Party aware of their right to appeal their case to an Executive Session of BOD.

## 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.

C. Responsible Party Notification: The following steps will be followed by 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 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 ARC, the GM or OPA's legal counsel, with the consent of the GM. This may include authorization to enter onto a lot to conduct an inspection, with the purpose of entry limited to observation and/or documentation, if necessary. 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 and the case will be closed.

**Step 3.** First Notice of Violation: If CPI determines that the Complaint constitutes a Violation, CPI will send the First Notice of Violation, as defined above, to the Responsible Party. If the Violation is not corrected, or Substantial Progress has not been made toward correcting the Violation within 15 days from the date of the notice, CPI will notify BOD to send a Second Notice of Violation to the Responsible Party. Simultaneous with BOD notification of the need for a Second Notice of Violation, CPI/ARC will forward the case to the GM for further action.

a. In cases where OPA or its designees do not have the ability to correct the Violation, the General Manager will notify OPA's legal counsel to begin the process of obtaining a Court Order to force compliance.

i. Legal counsel will notify the Responsible Party the case has been forwarded to their office to proceed with obtaining a Court Order requiring the Responsible Party to comply. This notice will grant an additional 15 days for compliance before moving forward.

ii. If the Responsible Party does not respond or produce evidence of compliance within the additional 15 days afforded by legal counsel, the process will move forward, with any legal fees incurred being the responsibility of the Responsible Party. Unpaid legal fees will be treated as any other Assessment in accordance with OPA's Collection Policy.

b. In cases where the OPA has the ability to correct the Violation, the GM has the discretion to refrain from, or delay, forwarding the case to the OPA's legal counsel. Any fees resulting from the OPA taking corrective action will be the responsibility of the Responsible Party. Unpaid fees will be treated as any other Assessment in accordance with OPA's Collection Policy.

**Step 4.** Second Notice of Violation: Failure to comply with the First Notice of Violation by expiration of the Fifteen Day (15) grace period in the First Notice of Violation, will result in a Second Notice of Violation sent by BOD, as defined above, notifying the Responsible Party of their right to request an Appeal Hearing before an Executive Session of BOD within Ten Days (10) of the date of this Second Notice. This is the only time this opportunity will be available to the Responsible Party. Failure to make contact within that time voids the Responsible Party's right to request an Appeal Hearing and OPA will continue with the enforcement tools available to force compliance as detailed in Step 5 below.

**Step 5:** BOD Appeal Hearing Process:

a. If the Responsible Party requests an Appeal Hearing, BOD will respond with a schedule of available dates. If the Responsible Party loses their Appeal, or if the Responsible Party does not appear at the Appeal Hearing and BOD determines the imposition of sanctions is valid, any sanctions previously

authorized will be put in place immediately and remain in place until the property is brought into compliance.

i. Current sanctions allowed for all Sections within Ocean Pines are found in Ocean Pines Association, Inc, Articles of Amendment and Restatement, SIXTH Section, Paragraph 8, are the suspension of voting rights for OPA elections and suspension of the right to use parks and other recreational facilities and amenities.

ii. The Declaration of Restrictions for Sections 12, 15B, 16, 17, 18C, 18E, 18F, 18G, 18S, 19 and 20, in addition to the above sanctions, allow the BOD to establish a system of fines for continuing Violations in these sections, including provisions for the imposition and enforcement. Any unpaid fines, if imposed, will be treated as any other Assessment in accordance with OPA's Collection Policy.

**7. GM Action Notification & Reporting:** The GM will notify the BOD via email when action is taken and will include a summary of actions taken in the monthly report to the BOD. 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 legal 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 BOD suspend certain rights of the violating members as permitted by the DR's.

**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. Failure of a Responsible Party to Comply with Resolution M-01, Declarations, Bylaws or Decisions:**

A. if any Responsible Party fails to comply with this resolution, the declaration, or bylaws, or a decision rendered in accordance with this section, the Responsible Party may be sued for damages caused by the failure or for injunctive relief, or both, by OPA or member of OPA.

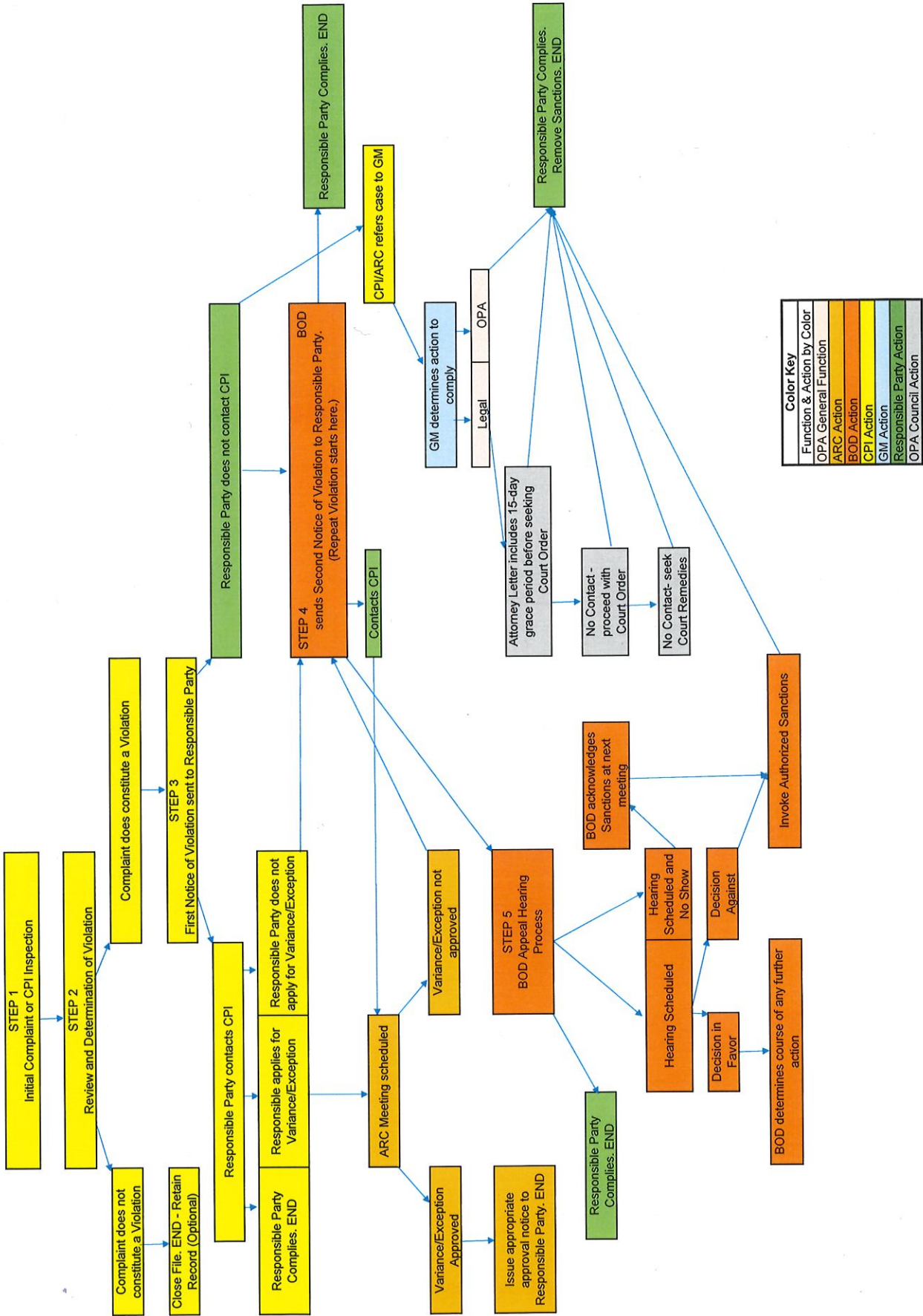
B. The prevailing party in any proceeding under this section is entitled to an award of legal fees as determined by the Court.

**10. Enforcement of Resolution M-01, Declaration, or Bylaws:**

A. The failure of BOD or other governing body of OPA to enforce a provision of this title, the declaration, or bylaws on any occasion is not a waiver of OPA's right to enforce the provision on any other occasion.

Effective Date: \_\_\_\_\_ Approved by BOD on \_\_\_\_\_  
President \_\_\_\_\_ Secretary \_\_\_\_\_  
Review History:  
General Manager \_\_\_\_\_ Date: \_\_\_\_\_  
Legal \_\_\_\_\_ Date: \_\_\_\_\_  
By-laws and Resolutions Advisory Committee \_\_\_\_\_ Date: \_\_\_\_\_





Color Key
Function & Action by Color
OPA General Function
ARC Action
BOD Action
CPI Action
GM Action
Responsible Party Action
OPA Council Action

DATE

NAME  
ADDRESS  
CITY, STATE ZIP

**RE:**  
ADDRESS  
SEC-LOT  
Violation ID XXX-XXXX

Dear NAME:

The following violation(s) described below have been found on your property and includes the action needed to abate the violation(s):

**VIOLATION NAME:**  
**DESCRIPTION OF VIOLATION**

The violation(s) is considered to be in non-compliance under the terms of the Declaration of Restrictions and/or ARC Guidelines (see attachments). This is your First Notice of Violation.

This violation must cease and desist. This violation may be abated without further sanction provided you bring your property into compliance by COMPLIANCE DATE.

You must notify the CPI Office that the violation(s) has been abated by the compliance date. Failure to comply will result in a Second Notice of Violation sent by the OPA Board of Directors informing you of your right to a hearing before any punitive sanctions are put in place. Simultaneous with this Second Notice, your case will be sent to the General Manager for further action, including forwarding to legal counsel to obtain a Court Order to force compliance or authorize either OPA employees or an outside contractor to bring the property into compliance. Any costs incurred as a result of this process will be your responsibility.

The CPI Office can be to be of assistance with any questions you may have.

Sincerely,

Department of Compliance, Permits, & Inspections - (CPI)  
(410) 641-7425

Attach.  
Ref. to violation

DATE

NAME  
ADDRESS  
CITY, STATE ZIP

RE: Section XX, Lot XXXX  
ADDRESS

Dear NAME:

Specific Violation:

**VIOLATION**

This letter serves as your Second Notice of Violation for the violation(s) referenced above. The purpose of this letter is to inform you of your right to request a hearing to be held by the Board of Directors, in Executive Session, giving you the opportunity to present a case against the Board imposing sanctions resulting from your failure to comply with the First Notice of Violation, dated xxxxxxxx.

Failure to request a hearing within ten (10) days of this Notice will result in you waiving your right to a hearing.

If you wish to request a hearing call (name) at (number). You will be provided with written notice of the time and place of the hearing, which will be no less than (10) days from the date of your request.

At the hearing you have the right to present any statement, evidence or witnesses that you believe will support your argument. You will also have the right to cross-examine witnesses.

The sanctions available for the Board to impose include the suspension of the Violator's right to vote in OPA elections and their right to use any of the Associations amenities until such time the violation(s) have been abated.

Anticipating your cooperation,

Ocean Pines Association





## RESOLUTION M-02 AMENITY POLICY

1. **Purpose.** The purpose of this resolution is to establish policy for the amenities of the Ocean Pines Association, Inc. ("Association")
2. **Authority**
  - a. The Declarations of Restrictions (**DR's**) of all sections of the Ocean Pines Subdivision ("Subdivision") state that the purpose of the Association is to further and promote the community welfare of the property owners of the Subdivision.
  - b. The Articles of Restatement of the Corporate Charter direct the Board of Directors ("Board") of the Association:
    - (1) To provide for the maintenance of parks, recreational facilities, and other community features of such land in the Subdivision as may be conveyed to the Association.
    - (2) To expend the monies collected by the Association from assessments or charges, and other sums received by the Association, for the payment and discharge of all proper costs, expenses, and obligations incurred by the Association in **carrying out** conducting all or any of the purposes for which the Association is formed.
  - ~~e. **With the approval of the Board, the General Manager (GM) shall establish annually a schedule of fees for fee-based amenities as part of the annual budget process, should have authority over scheduling of Association amenities, and establish rules for participants at the Association amenities.**~~
  - d. The contractual obligations of the Association shall supersede any conflict with this resolution.
3. **Amenity Defined.** For the purposes of this resolution, Association amenities include tangible and intangible benefits of a property, especially those that increase its attractiveness or value or that contribute to its comfort, convenience, or enjoyment. Association tangible amenities include Association dining facilities, parks, swimming pools, paths, Community Center, Beach Club and parking, **racquet sport** facilities, Golf Course, Skateboard Park, **marinas, lakes, dog parks, all food and beverage facilities even if managed and operated pursuant to a contract** and canals **as well as any contiguous property owned by the Association and is generally used by the public.** Association intangible amenities include pleasant views, nearby activities, a low crime rate, all of which add to the desirability of member properties.
4. **Overall Amenity Goals and Objectives.** The purpose of Association amenities is to provide facilities and services that benefit a wide range of Association membership and improve and enhance the quality of life. To achieve this, Association amenities should be maintained in a first-class condition, be marketed, and operated effectively and efficiently, and provide a high degree of enjoyment and satisfaction to those residents

and guests who choose to use them. ~~All~~ Association amenities shall be operated in a business-like manner ~~to published industry or governing association best practices~~ with applicable metrics developed and reported to the Board, ~~on a monthly basis on an as required basis~~, as part of the management reporting.

Fee-based amenities and those providing food and beverage products and services shall be budgeted separately. These amenities should be managed to cover, at a minimum, operating costs through fees and operating revenues. As part of the annual budget development all ~~for pay fee-based~~ amenities will develop plans and metrics to be reported ~~on a monthly on an as required~~ basis to the Board to achieve their financial and ~~best practices operational~~ objectives.

## 5. Classification and Use of Amenities

- a. **General-Use Amenities.** These are amenities that serve the Association membership and general public for which there are, in general, no associated user fees. All Association members and residents, as well as sponsored groups and clubs, have the same access and availability for use. Appropriate fees may apply. Association-sponsored groups and approved clubs use these facilities at no charge. These amenities include:

### Food and Beverage Facilities:

Beach Club

~~Country Club~~ Golf Club

Yacht Club

Community Center

Parks and walking trails

Tennis courts at the Swim and Racquet Club

Kayak launch sites

Skateboard Park

Basketball courts

Boat ramps

- b. **Fee-Based Amenities.** These are amenities which are available to all Association members and their guests for a fee. These fees may be paid in the form of annual/seasonal membership or for periods of limited use (e.g., daily, weekly). Memberships generally confer additional benefits to those who purchase them. To the extent possible, fees will be set to provide Association members and guests added value when compared to competing facilities and services in the area. These amenities include:

Pools

Golf Course

~~Tennis-Racquet Facilities~~ at Manklin Meadows

~~Paddle Ball Courts at Manklin~~ Boat ramps

~~Pickle Ball Courts~~

Marina Slips

Beach Club Parking

Banquet and Meeting Facilities:

Beach Club

Golf Club



## Yacht Club

c. **Non-Association Member Use.** All of the amenities of the Association are available to the general public subject to availability. For fee-based amenities, the general public may ~~purchase Associate Memberships a daily single-use membership or~~ pay daily fees. The charges for these uses shall be set higher than charged to Association members. Non-members, who wish to use the buildings that are available to ~~Association members~~ **Community Organizations (those that at least 60% of their members are Ocean Pines residents)** at no charge, shall be required to pay a fee.

~~d. **Amenities Rental.** Individuals, member groups, and non-Association sponsored groups may reserve certain facilities for their exclusive or limited use, for a fee.~~

### 6. Funding of Amenities

- a. **Capital Costs.** Capital Costs are incurred to procure, renovate, or replace the facilities and other fixed assets necessary to support and/or extend the useful life of the amenity. Capital costs to support Association amenities are borne by all Association members and are paid for through funds generated from annual assessments.
- b. **Operating Costs.** Operating Costs are the annual costs to operate and maintain the facility or asset. General-use amenities are funded through annual assessments and the sales of related products and services. Fee-based amenities are funded, insofar as possible, by revenue generated by charging fees for the use of that amenity. Operating costs not covered by fees, shall be covered by using a portion of the annual assessment.

7. **Marketing. Management** ~~The General Manager (GM) in consultation with his team of amenity managers~~ shall prepare a comprehensive annual amenity marketing plan to support amenity use and membership enrollments. This plan ~~shall~~ **will** be developed and presented to the Board ~~not later than the April Board meeting of each year with the annual budget process.~~

### 8. Customer Satisfaction

- a. **Customer Service.** Providing superb customer service is a basic requirement to achieve membership satisfaction and wide-spread use of Association amenities. Every individual involved in ensuring membership customer satisfaction must share a ~~common~~ **mutual** understanding and belief in what must be done.
- b. **Customer Relationship Management (CRM).** ~~In order to achieve optimum results, we must be committed to finding, attracting, and winning new customers, nurture and retain those we already have, and encourage former customers back into the fold.~~ CRM recognizes that providing superior customer service requires an Association-wide leadership and business strategy embracing all customer-facing departments, and even beyond. Effective customer satisfaction will be achieved only if Association management, employees, processes, and technologies work in **synergy cooperation** to increase membership amenity use

and thereby improve financial performance. ~~In order to achieve optimum results there must be a commitment by the GM and their amenity managers to finding, attracting, and winning new customers; nurturing and retaining current customers, and encouraging former customers to return.~~

- c. **Comprehensive Annual Plan.** Successful CRM requires continual Board and management leadership, emphasis, and example. Management shall develop and present a ~~annual~~ customer service plan to the Board ~~not later than April of each year.~~ This plan must include ~~published industry or governing association best practices with applicable metrics that will be reported on a monthly on an as required basis to the Board~~ customer satisfaction surveys for all amenities, and a presentation of recommendations must be made to the Board.

## 9. Pricing and Fees

- a. **Amenity Membership Value.** Amenity pricing and fee structures shall be established to meet the diverse circumstances and needs of the Association membership. Fees shall be structured to offer value to resident and non-resident members, frequent and occasional users, individuals, and families and, persons within different age groups.
- b. **Fee Amenities.** The General Manager, with the approval of the Board, shall establish annually a schedule of fees for fee-based amenities as part of the annual budget process. The Board shall review the recommended fee structures and approve them in the annual budget; however, management may adjust fees to attract new revenue and/or members, as necessary, during the budget year.
- c. **Eligibility**
  - (1) The schedule shall include rates for Association property owners, renters of an Ocean Pines property, and those who do not reside or own property in Ocean Pines.
  - (2) Association property owners and renters of such property are eligible to purchase memberships or obtain membership rates at amenities if the annual charge to the property or any other charge is not delinquent and the property is not in a continuing violation of the Declarations of Restrictions (DR's) of the Subdivision, as determined by the Board. If after the purchase of a membership the property should become delinquent or become in violation of the DR's, as determined by the Board, the membership or access to membership rates shall be suspended until the delinquency or violation is removed, ~~or until other conditions set by the Board are met.~~ No refund, full or partial, shall be made because of a period of delinquency or violation.
  - (3) The GM shall establish a system of identification for the use of all fee- based amenities.

~~10. Charter Club Membership. Charter Club Memberships are available to those Association members who were Charter Club Members during the fiscal year 1984-1985-~~



~~and have paid appropriate Charter Club Membership fees on or before June 1, 1986 and June 1 of each succeeding year. Further rules and restrictions regarding Charter Memberships may be obtained at the Membership Office.~~

## 11. Parking Permits

- a. Property owners and resident renters may purchase ~~one (1)~~ a Parking Permit for use at the Beach Club.
- b. Notwithstanding 11.a. no more than one (1) Parking Permit will be issued to a property ~~address~~ owner.

## 12. General Policies

- a. ~~Amenity~~ memberships are not transferrable.
- b. Except as indicated in 13.f, no member or group of members shall be preferred to any other member or group of members with respect to the use and enjoyment of facilities, except as set forth for appropriate membership categories.
- c. Any property owned by more than one person either as tenants in common, joint tenants, or any other form of shared ownership requires each owner to subscribe to a membership as required by the annual schedule of fees.
- d. Corporations owning property may have separate memberships provided the Association is furnished a list of designated members and provided that each person subscribes to memberships on a separate basis as required by the annual schedule of fees.
- e. The manager of each facility, and designated facility assistants, has full and complete control of all activities under their supervision. Included in that control is the authority to deny service, play, or use of facilities to any person when, in their judgment, the person being denied use of the facility is acting in violation of ~~club~~-Association rules and regulations, other governing documents of the Association or applicable state or county laws or regulations.
- f. The GM ~~as delegated by the Board or the Board itself~~, has the authority to suspend the use of amenities by any person or group for infractions of the rules, regulations, or policies of the Association. Pursuant to Section 14 of this Resolution.
- g. ~~Members that have been suspended from using amenities have the option to appeal the suspension to the Appeal Committee, which will be comprised of three committee chairpersons. The appeal must be submitted in writing 24 hours after the suspension notice is received, and the meeting with the Appeal Committee will be scheduled within seven days from the date of the receipt of the appeal.~~ [Strike this subsection.]

## 13. Scheduling

- a. The GM, ~~or designee~~, shall have authority to control the reservation and

scheduling of Association amenities.

- b. The GM, **or designee**, shall determine which Association amenities, **under his-control**, are appropriate for Scheduled Use [regular periodic use] and which are appropriate for Reserved Use [one time use] or both.
- c. The GM shall designate which Department(s) shall be responsible for controlling which amenities.
- ~~d. Prior to the beginning of each calendar year the GM shall initiate and execute the process for reserving and scheduling amenities for the coming year. Public notification shall provide interested organizations at least 30 days to apply.~~
- e. Departments tasked with controlling the use of amenities shall notify those Ocean Pines Community Organizations which have Scheduled Use of Association amenities during the current calendar year when application for renewed scheduled use for the coming calendar year is due. Notification shall include all criteria and procedures necessary for scheduling and dates unavailable because of Association use. Notification shall be made by appropriate media.
- f. New applications for Scheduled Use of an amenity shall be made to the appropriate Department of the Association as established by annual notification announcement for the following calendar year. Priority will be according to the priority table. Requests for Scheduled Use received after the established deadline will be accommodated as times and space allow.

Priority table

1. **Scheduled fee-generating programs and banquets**
2. Board of Director Meetings
3. Ocean Pines Association **Advisory Committee** Meetings
4. Ocean Pines Association Department Programs and Events
5. Ocean Pines Community Organizations  
(An organization of 10 or more members whose membership is at least 60% Association members.)
6. Ocean Pines Association Members or Residents of Ocean Pines
7. Non-Ocean Pines Association Community Organizations
8. Businesses and Other Persons

- g. Except for a use specified and approved by the GM, once Scheduled Use of an amenity has been authorized, no other activity may displace the scheduled activity without the agreement of the affected party. It is the responsibility of the party requesting a change in scheduling to obtain agreement from the affected party and Association Management approval.
- h. All reservations for use must have a person acting as liability agent. The liability agent is defined as that person assuming legal and financial responsibility for the actions of the group, organization or persons making the application.
- i. Dates not taken for Association Use or Scheduled Use shall be available for Reserved Use on a first-come-first-served basis.



- j. Alcoholic beverages may be served **by the Food & Beverage facilities only** in conjunction with the use of Association amenities when done so in accordance with all applicable Federal, State and Local laws and the Liquor Licenses of the Association, provided that prior permission is obtained from, and proper permits are obtained and provided to the controlling Department. **All additional alcoholic beverages are allowed to be brought in by the amenity user but cannot be sold by Ocean Pines or by any organization or party.**
- k. An application for the use of an amenity for any purpose that charges admission or raises funds for profit may be denied at the discretion of the General Manager.
- l. To qualify as an Ocean Pines Community Organization, an organization must submit a membership roster with its application. This roster must include:
  - (1) Name, address, and telephone number of each organization member
  - (2) Name, title, and date of election of organization officers
  - (3) Indication of Association membership of organization members

#### 14. Amenity Rules for Participant Use.

- a. **At the discretion of the GM and in consultation with the amenity managers, rules specific to the use of each amenity** shall be posted at each facility in a location visible to participants. Additional distribution to participants shall be as determined by the GM and facility managers.
- b. The approved copy of **all amenity** rules shall be maintained in a Book of Amenity Rules maintained in the GM's office. **The General Manager shall also maintain a record of all violations and decisions of the Board regarding amenity rules violations.**
- c. Copies of new or revised rules shall be provided to the Board when made effective by the GM. A Board member who desires a review of a new or revised rule is responsible for having the review placed on a Board meeting agenda.
- d. The GM shall review **these** for adequacy **regularly**. The date of the review shall be recorded on a Review Record contained in the Book of Amenity Rules.
- e. **In addition to any amenity-specific rules, the following** ~~These~~ **rules apply to all amenities as listed in Sections 3 and 5 (subsections a and b) and any other amenity established by the Board in the future.**
  - (1) **All members, patrons or visitors to Ocean Pines amenities are to conduct themselves appropriately and shall not engage in any offensive, unlawful activity or act in any manner which causes a nuisance or unreasonable annoyance to other members, patrons or visitors or staff. Such behavior includes but is not limited to the following:**



- 1) Unruly, vulgar or otherwise offensive behavior directed toward staff, management or another member, patron or guest;
  - 2) Verbal abuse directed towards management, staff or another member, patron or guest;
  - 3) Drunk or disorderly conduct;
  - 4) Theft or destruction of Association property; and
  - 5) A physical altercation, or threat thereof, involving another member, patron, management or staff;
  - 6) The displaying or use of a firearm or any other weapon.
- f. Any action taken pursuant to this Section is separate and distinct from any action taken pursuant to a possible violation of Maryland law. For any violation of rules 1 through 6 by any patron, the facility staff or manager shall immediately call the police, remove the individual from the premises and take the following actions:
- (1) Immediately notify the GM
  - (2) Complete a facility incident report;
  - (3) File a police report;
  - (4) For violations of 4 through 6, and/or any attempt by the individual to return to the premises following removal, request that the police issue a no trespass order for a period of 90 days.

Upon learning of the incident and the actions taken, the GM shall immediately notify the President or Vice President of the Association, who shall within 24 hours notify the entire Board.

- g. Any ~~person~~ Association Member found to have engaged in behavior listed in Section 12(e) shall be informed in writing by the General Manager within three (3) working days of said violation. Notice of violation shall include time, date, location and nature of offense. In addition notice shall include a statement that this is a first reported violation and that a second violation may result in loss of amenity privileges. Notice shall be provided by delivery to that ~~person~~ Member and an affidavit shall be entered into the Association files of such delivery or delivery may be postal delivery, registered mail, return receipt required. If available, notice may be provided by electronic delivery if sufficient evidence of receipt is available. Upon receipt of said notice, the ~~person~~ Member may make a written request for a hearing within 10 working days. The ~~person~~ Member will be allowed to present evidence as well as testimony regarding the violation which gave rise to the notice. The ~~person~~ Member would be allowed to have the assistance of another person. Upon receipt of the request for hearing, a hearing shall be scheduled within 10 working days. The Board, at its discretion, may direct that the hearing take place before the General Manager.
- h. Any ~~person~~ Association Member alleged to have engaged in behavior in Section 12(e) for a second time or has engaged in behavior which constitutes an ongoing violation shall be provided notice by the same means in Section 12(i). The content of notice shall be as described in Section 12(i) as to the time and circumstances of the violation. Any second offense notice shall also include all appropriate information regarding a ~~person's~~ Member's right to appear before the Board, the procedures and time limitations for such an appearance, and that the ~~person~~ Member may be subject to certain penalties that the Board may impose.
- i. Any ~~person~~ Member who was properly notified of a violation which occurred after January 1, 2021, and has been properly notified of another or second violation

which took place after adoption of this Resolution shall be informed that the first violation may be considered by the Board to determine if, taken as a whole, there is a continuing violation.

j. Upon a finding by majority vote of the ~~members of the~~ Board that a second or continuing violation has occurred, the Board may impose any of the following sanctions on and Association Member. Sanctions 3 and 4 below may be applied to a non-member without Board involvement:

- 1) Reprimand or censure;
- 2) Loss of voting privileges for a specified period of time, not to exceed 2 years.
- 3) Loss of the use of some or all amenities within Ocean Pines for a period to be determined of not less than 15 days and not more than 180 days.
- 4) Permanent loss of use for some or all Ocean Pines amenities in the case of ~~For~~ any finding that the individual has had 5 distinct violations over a 5 year period, ~~the Board may permanently bar the person for some or all Ocean Pines amenities.~~

Effective Date: \_\_\_\_\_

Approved by the Board of Directors on: \_\_\_\_\_

President: \_\_\_\_\_ Attest: \_\_\_\_\_ Secretary

Review History

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Legal \_\_\_\_\_ Date: \_\_\_\_\_

By-Laws & Resolutions Adv. Committee: \_\_\_\_\_ Date: \_\_\_\_\_





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**RESOLUTION B-01  
BOOK OF RESOLUTIONS**

**WHEREAS**, Section 5.14 (k) of the Bylaws of Ocean Pines Association, Inc., directs the Board of Directors to establish procedures for the adoption and publication of Board Resolutions to be included in the Book of Resolutions and make such records available for inspection by members of the Association; and

**WHEREAS**, Section 6.06 (c) (2) of the Bylaws of Ocean Pines Association, Inc., requires the Secretary to maintain a Book of Resolutions;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OCEAN PINES ASSOCIATION, INC.**, there shall be established and maintained a Book of Resolutions which shall contain copies of principal governing policies and procedures adopted by the Board of Directors arranged in an orderly and indexed system.

**1. Classification of Resolutions.** Resolutions adopted by the Board of Directors shall be classified as follows:

**a. Board Resolutions (B).** Resolutions that relate to internal Board of Directors matters, how meetings of the Board and OPA members are conducted, and petitions to the Board.

**b. Committee Resolutions (C).** Resolutions that relate to how Committees and Board appointed Ad Hoc Committees conduct business.

**c. Financial and Budgetary Resolutions (F).** Resolutions that relate to financial, investment, and budgetary policies and procedures.

**d. General and Administrative Resolutions (M).** Resolutions that relate to internal policy, rules of the Association's amenities, and compliance rules and procedures related to the Governing Documents.

**2. Book of Resolutions Format.** The Book of Resolutions shall contain a section for each of the classifications listed in paragraph 1. Each Resolution shall contain the effective date of the Resolution and the date of the latest revision. When a Board Resolution is repealed in its entirety, the number and title of the Resolution shall remain in the index of the Book of Resolutions with the date of repeal. Resolutions no longer in effect shall be retained separately for historical and legal purposes.

**3. Procedures for Introducing, Approving, and Repealing Resolutions**

**a. Notice and First Reading.** A proposed Resolution, including amendment to or the repeal of an existing Resolution shall require consideration by the Board of Directors during at

## DRAFT

least two open meetings of the Board. The First Reading shall be at a regular meeting of the Board. First Reading submittal is not by motion. The proposal shall appear on the agenda of each meeting of the Board of Directors at which it is to be considered. Copies shall be distributed to each member of the Board of Directors and made available to OPA members with the notice of the agenda that is released to the membership before each meeting. Revisions to the proposed Resolutions may be made at the first meeting at which it is considered, or at any subsequent meeting, but the proposed Resolution cannot be adopted at the first meeting at which it is considered.

b. **Resolution Action Responsibility.** The Board member who submits a Resolution action for First Reading is responsible for providing a sufficient description of the action. If action is subsequently approved, the Board member is responsible for providing the Secretary with a final copy for signature approval.

c. The Attachment to this Resolution provides directions for resolution amendments.

d. **Adoption of Resolution Actions.** At any special or regular open meeting of the Board of Directors subsequent to the first meeting at which a proposed Resolution action has been introduced, the Board may adopt the Resolution on a Second Reading, including amendments duly proposed and voted on, provided the proposed Resolution is included in the published agenda and lot owner comments are permitted before the Resolution is acted upon. The consideration of a Resolution action may extend beyond the Second Reading meeting, if necessary.

e. **Adoption by the Board of Directors.** If a proposed Resolution or action on an existing Resolution is adopted, it shall be recorded in the Board Minutes and filed in the Book of Resolutions. The Secretary of the Association shall obtain the required signatures for an adopted Resolution action and verify that the original signed copy is filed in the Book of Resolutions.

#### 4. **Applicability.**

a. **Duration.** Unless specified in the Resolution, Resolutions remain in effect until repealed or amended. Any Resolution due to expire shall be brought to the Board of Directors by the Secretary for consideration. If, at the meeting when the expiring Resolution is reviewed, there is a need for continuance of the action and there are no proposed amendments of a substantive nature, the Board of Directors may re-adopt the Resolution.

b. **Consistency.** The Bylaws and Resolutions Advisory Committee shall assist the Board by reviewing all new Resolutions and any amendments to existing Resolutions for consistency with the Ocean Pines Declarations of Restrictions, By-laws, Articles of Incorporation, Turnover Agreements, and applicable Maryland law.



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c. **Resolution Review.** The Bylaws and Resolution Advisory Committee shall establish the entity responsible for each Resolution and a schedule of due dates for a review of the Resolution purpose. If an amendment to an existing Resolution is recommended, it is the responsibility of the entity making the recommendation to prepare the documentation, including a red lined draft, for Board review.

d. **Legal Review.** Legal Review of proposed Resolutions or amendments thereto is not required before adoption by the Board of Directors. ~~The By-laws and Resolutions Advisory Committee may recommend that the advice of Counsel be obtained prior to Board action on a Resolution.~~ When the Board seeks written legal review of any resolution or amendment thereto, counsel must affirm review by signature prior to entry of the Board approved resolution into the Book of Resolutions.

5. **Availability of Resolutions.** The signed copies of Resolutions shall be the official Book of Resolutions. The Book of Resolutions shall be maintained in the Association offices and be available to any member of the Association or the duly authorized agent of such member at any reasonable time. A reasonable fee may be charged for providing copies.

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 Lara Spangenberg

Date: 1/10/23

**ATTACHMENT**

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# Resolution Amendment Procedures

**Purpose:** The purpose of these procedures is to provide a standard and consistent method for all Ocean Pines Appointed Committees and the Board of Directors to make changes to any Resolutions within their scope of responsibility. The goal is to supplement and clarify the procedures outlined in Resolution B-01. Any questions regarding these procedures should be directed to the Chair of the By-Laws and Resolutions Advisory Committee.

### 1. Application:

- a) All Appointed Committees should review their assigned Resolution(s) at the time the Committee is preparing their annual Committee report or whenever the Committee sees the need for changes to a Resolution.
- b) All resolutions assigned to the Board of Directors or the various Departments within Ocean Pines, should be reviewed annually or whenever the need for a change is required.

### 2. Origination:

- a) When it is determined that a change is required, the Committee Chair, or responsible individual (hereafter known as the originator) should review the proposed change with the **Board Liaison** to gain any additional input regarding the proposed changes.
- a) The Committee Chair, or the originator, should then prepare a "Dated Red Line Mark Up Copy" of the existing resolution denoting the additions, deletions or changes required with the date of submission included.
- b) The Committee Chair, or the originator, should then provide a copy of the "Dated Red Line Mark Up Copy" to the **Board Liaison**.

### 3. First Reading:

- a) The **Board Liaison** should have the request for the proposed Resolution change(s) added to the Ocean Pines Board of Director's meeting agenda for the first reading.
- b) Prior to the scheduled Board meeting, the Board Liaison will provide all Board Directors with a copy of the "Dated Red Line Mark Up Copy" for their review (as defined in Resolution B-01).

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### 4. First Reading Results:

- a) In the event the Board rejects the first reading, the Board Liaison will advise the Committee Chair or the originator accordingly.
- b) In the event the Resolution changes are accepted as a first reading by the Board, the "Dated Red Line Mark Up Copy" is to be forwarded by the Board President to the Chair of the By-Laws and Resolutions Advisory Committee. **Note:** If the Board makes any changes to the Resolution at the first reading, any changes should be added to the "Dated Red Line Mark Up Copy" and include the date those changes were made.

### 5. By-Laws & Resolutions Advisory Committee Review:

- a) When the Chair of the By-Laws and Resolutions Advisory Committee receives the required Board notification of the first reading along with the "Dated Red Line Mark Up Copy", the Chair will add the Resolution to the agenda under New Business for the next scheduled Committee Meeting.
- b) The By-Laws and Resolutions Advisory Committee will review the proposed changes for consistency with the OPA Declarations of Restrictions, Articles of Incorporation, Turnover Agreements, applicable Maryland law, and previously adopted Resolutions.
- c) If no conflicts are found, the By-Laws and Resolutions Advisory Committee Chair will return the "Dated Red Line Mark Up Copy" to the Board President, with a copy to the appropriate Committee Chair or the originator advising that the changes have been reviewed and that the Resolution is ready for the second reading.
- d) If conflicts are found, the By-Laws and Resolutions Advisory Committee Chair will advise the Board President, with a copy to the appropriate Committee Chair or the originator of the conflict(s) and, as appropriate, provide guidance to eliminate any conflicts.

### 6. Second Reading:

- a) The originating committee will apply the necessary changes to eliminate any conflicts.
- b) This is in accordance with Resolution B-01, Section 4. (c), "If an amendment to existing Resolution is recommended, it is the responsibility of the entity making the recommendation to prepare the document, including the Red Line Draft for Board Review" and providing the Secretary with a signature copy of any approved action (B-01, paragraph 3.b). The Secretary shall verify that the original signed copy is filed in the Book of Resolutions.



# OPA Board/Advisory Committee Charging Document

Request for Performance by:  Board  
 \_\_\_\_\_ Advisory Committee

Date: May 27, 2022

Submitted By: Jim Trummel, chair, By-laws and Resolutions Advisory Committee

For Inclusion in Meeting to be Held on: \_\_\_\_\_, 20\_\_\_\_

Request:  The Board requests the \_\_\_\_\_ Advisory Committee to:

The By-laws and Resolutions Advisory Committee requests the Board to:

Review Resolution B-04 (Agenda Development for Board Meetings).

**Background:** (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

B-04 has been overdue since October 2020.

**Discussion:** (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

The Committee has reviewed B-04 and does not see a need for amendments. Paragraph 4 of the resolution provides a degree of flexibility for development of the agenda. If the Committee is not advised of an intent to further consider B-04 or amend it, the Committee will consider the resolution reviewed as of July 2022.

Committee Chair: ~~Jim Trummel~~ *Lara Spangenberg* Date: ~~May 27, 2022~~ 1/10/23

Board Liaison: *Stephen Jant* Date: 1/16/23

Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

## RESOLUTION B-04

### AGENDA DEVELOPMENT FOR BOARD MEETINGS

1. **Purpose.** This Resolution provides guidance for agenda development within the parameters of Robert's Rules of Order.

2. **Authority.** Section 5.15 of the By-laws of the Ocean Pines Association, Inc. states that Robert's Rules of Order shall be used to regulate and govern the conduct of all official meetings of the Board of Directors of the Association, to the extent they are not inconsistent with the Association's Charter, By-laws, or Resolutions.

3. **Submission of Proposed Agenda Items.**

a. **Timeframe.**

(1) **Regular.** Directors shall submit proposed motions and topics to the Secretary of the Association not less than seven (7) days prior to the regular meeting at which the motion or topic is to be introduced. The agenda shall be developed by the President with the assistance of the Secretary. A Director may request additional motions or topics be added after this date provided the request is submitted to the Secretary before the agenda is published.

(2) **Additions.** Board members may request additional motions or topics be added after the seven days requirement or at a meeting in progress by making a motion to do so. Such motion must be seconded and must be approved by a majority of the Board present.

b. **Format.**

(1) **Motions.** A Director initiating a motion shall submit the following to the Secretary:

(a) the name of the Director proposing the motion and the date of the regular meeting at which the Director intends to introduce the motion;

(b) a copy of the motion; and

(c) a concise statement of the purpose and effect of the motion, if adopted.

(2) **Discussion Topics.** Workshop or regular meeting topics shall include:

(a) the name of the Director proposing the topic and the date of the meeting at which the Director intends to introduce the topic;

(b) a concise statement of the issue(s) to be discussed; and

(c) background.

4. **Sequence.** The sequence of agenda items shall normally be as outlined below. The sequence of a published agenda may be modified by a majority of the Board present at the meeting to which the agenda applies.

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes of Prior Meetings

Presentation of Awards and Announcements

Reports and Special Presentations to the Board

Public Comments

Unfinished Business

New Business

Adjournment

5. **Publication.** The agenda for a regular meeting shall be distributed to all Directors and made available to Association members and the press at least three (3) days prior to the meeting, including the use of electronic means to publish the agenda.

6. **Effective Date:** January 27, 2018

Adopted by the Board of Directors on January 27, 2018

[Signature] President Attest [Signature] Secretary

Review History.

General Manager [Signature] Date: 2/5/18

Legal \_\_\_\_\_ Date: \_\_\_\_\_

By-laws and Resolutions Advisory Committee [Signature]

Date: 2/6/18





## RESOLUTION B-07

### PETITIONS

1. **Purpose.** This Resolution provides a format for petitions and the procedures for the submission of petitions to the Board of Directors.

2. **Authority.** Section 4.07 of the By-laws governs petitions to the Board of Directors and requires them to be in a format prescribed by a Resolution adopted by the Board of Directors of the Association.

3. **Format.** Petitions submitted to the Association shall contain the information specified herein.

a. **Purpose of Petition.** The purpose of the petition or the action requested must be printed at the top of each page of the petition. Petitions requiring approval by referendum must also contain the specific question, proposal, or action to be presented to the Association members in the referendum, suitable for an affirmative or negative response.

b. **Initiation of Petition.** The petition must identify the person(s) initiating the petition and the person(s) who will represent the petitioners. Normally this will be the person(s) initiating the petition. The representative of the petitioners shall be a member eligible to vote. The representative of the petitioners may be assisted by other(s). Any person who assists the representative of the petitioners need not be a member of the Association.

c. **Signature Lines.** Petitions must include clearly printed last and first names of each petitioner and either their lot number or Ocean Pines address. Only one member per lot or property may sign the petition. Petitioners must be eligible to vote when the petition is filed. The signature for property owned by a legal entity must be that of an individual authorized to cast a vote for the entity. Signatures obtained over one (1) year prior to filing the petition are not valid.

4. **Samples.** Exact format is not required if the information is legible and understandable.

a. Purpose of petition: To request a special meeting of the membership to discuss street lights for all Ocean Pines streets. This petition is organized by John Doe, Section 77, lot 1234 who will represent the petitioners.

PRINTED NAME	SIGNATURE	LOT OR ADDRESS	DATE

b. This petition requests a referendum be held to expand the Board of Directors. This petition is initiated by the OPA Concerned Citizens Club. Alice Jones, 24 Hopeful Lane, will represent the petitioners. The referendum question to be presented to the members is:

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Should the first sentence of Section 5.01 of the By-laws of the Ocean Pines Association be amended to read, "The affairs and business of the Association shall be managed by a Board of nine (9) Directors, each of whom shall be a member of the Association eligible to vote."?

PRINTED NAME	SIGNATURE	LOT OR ADDRESS	DATE

5. **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: Lara Spangola

Date: 1/10/23

# OPA Board/Advisory Committee Charging Document

Request for Performance by:  Board

\_\_\_\_\_ Advisory Committee

Date: September 16, 2022

Submitted By: Jim Trummel, committee chair

For Inclusion in Meeting to be Held on: As determined by the Board

Request:  The Board requests the \_\_\_\_\_ Advisory Committee to:

The By-Laws and Resolutions Advisory Committee requests the Board to:

Review resolution C-09 to determine its current effectiveness within the stated purpose of the resolution and policies of the Association.

**Background:** (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

Resolution C-09 is now overdue for a review.

**Discussion:** (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

The resolution is open ended as to when Council meetings are held.

Committee Chair: Lara Spangrath Date: 1/10/23

Board Liaison: Steph Jant Date: 1/16/23

Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_



**RESOLUTION C-09**

**EXECUTIVE ADVISORY COUNCIL**

1. **Purpose.** The Executive Advisory Council serves as an arena for Board and Committee Chairpersons to discuss Committee activities
2. **Authority.** The Charter of the 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 the duties entrusted to it. Resolution C-1, Committee General Policy, provides additional authority and instructions regarding committees of the Association.
3. **Functions.** The Council functions include, but are not limited to, the following:
  - a. serving as a forum for committees to discuss how they may relate to other activities;
  - b. serving as a clearinghouse on how proposed rules, regulations or guidelines may affect the committees and their areas of responsibilities;
  - c. performing studies of, or recommending disposition of, matters assigned to it by the Board of Directors; and
  - d. performing other functions as directed or approved by the Board of Directors.
4. **Membership.** The Council shall consist of the Chairpersons of each advisory committee and the President, Vice President, and Secretary of the Association. In the event a member cannot attend a meeting of the Council, an alternate may be appointed by the appropriate advisory committee chairperson. The Chairperson of the Council shall be the President of the Association. The Association Secretary shall be the Council Secretary.
5. **Minutes and Reports.** The Secretary prepares minutes and other reports requested by the Chairperson.
6. **Meetings.** Meetings of the Council may be called by the Chairperson or by written request of a majority of the Council members.

7. **Effective Date:** May 20, 2009

Approved by the Board of Directors on May 20, 2009

/S/ David M. Stevens President      Attest: /S/ Edgar L. Purcell Secretary

Review History:

General Manager: /S/ Thomas J. Olson      Date: June 3, 2009

Legal: \_\_\_\_\_ Date: \_\_\_\_\_

By-laws & Resolutions Advisory Committee: /S/ James Trummel

Date: May 28, 2009



**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 noncontract 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.

**7. Additional Funding for the Bulkhead and Waterway Reserve.** This reserve is also funded by:

a. 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

b. 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.

**8. New Capital Reserve Funding and Controls**

- a. Funding for this account will come from up to 10% of the yearly Replacement Reserves.
- b. The account shall not exceed \$1,000,000 after the yearly contribution as of the new fiscal year. A maximum of \$500,000 may be spent in any one fiscal year.

9. **Investment of Funds.** All reserve funds shall be invested in accordance with Resolution F01, Investment Guidelines.

10. **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.

11. **Effective Date:** \_\_\_\_\_ -

Approved by the Board of Directors on: \_\_\_\_\_

President: \_\_\_\_\_ Attest: \_\_\_\_\_ Secretary

Review History

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Legal \_\_\_\_\_ Date: \_\_\_\_\_

By-Laws & Resolutions Adv. Committee Lara Salamone Date: 1/10/23





**RESOLUTION M-05**

**ANIMAL CONTROL**

1. **Purpose.** ~~The purpose of Resolution M-05 is to~~ This Resolution establishes the policy for fees related to the custody of animals by the Ocean Pines Police Department (OPPD).

2. **Authority**

a. ~~Article 26, Section 6~~ Section 21-806 of the Local Government Article of the Annotated Code of General Public Laws of Maryland establishes as a purpose of charges the Ocean Pines Police Department to be "...with the responsibility for enforcing the applicable laws, ordinances, and regulations of the State and Worcester County."

b. Section PS 2-101 of the Code of Public Local Laws of Worcester County, Maryland makes it unlawful for animals to run at large. The authority to enforce animal control regulations is delegated to County Animal Control officials.

c. ~~Section 10-61901~~ of the Criminal Law Article of the Annotated Code of the Public General Laws of Maryland defines dangerous dogs and contains other provisions related to such dogs.

3. **Custody of Animals.** It may become necessary for OPPD to supplement County Animal Control officials and take custody of animals running at large under County law or acting in a manner determined to be dangerous under State law.

a. When County authorities are not available to take custody of an animal from OPPD, the animal may be placed in OPA facilities until such time as custody can be turned over to the County.

b. The OPA General Manager is authorized to establish a schedule of fees for the impoundment of animals as well as the process for collecting such fees.

4. **Effective Date:** \_\_\_\_\_

Approved by the Board of Directors on: \_\_\_\_\_

\_\_\_\_\_ President      Attest \_\_\_\_\_ Secretary

Review History

General Manager \_\_\_\_\_ Date: \_\_\_\_\_

Legal \_\_\_\_\_ Date: \_\_\_\_\_

By-Laws & Resolutions Advisory Committee Lara Cobarrubias Date: 1/10/23

# OPA Board/Advisory Committee Charging Document

Request for Performance by:  Board  
 \_\_\_\_\_ Advisory Committee

Date: May 27, 2022

Submitted By: Jim Trummel, chair, By-laws and Resolutions Advisory Committee

For Inclusion in Meeting to be Held on: \_\_\_\_\_, 20\_\_\_\_

Request:  The Board requests the \_\_\_\_\_ Advisory Committee to:  
 The By-laws and Resolutions Advisory Committee requests the Board to:

Review Resolution M-08 (Association Manuals).

**Background:** (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

M-08 has been past due for review since October 2020. M-08 is one of the last resolutions to be adopted as part of the Book of Resolutions update process started in 2008. A resolution regarding this topic did not previously exist. The resolution was a recognition that there are documented operating procedures for Association business, some of which are referred to in the governing documents. It was considered appropriate to establish a requirement for maintaining these procedures up to date.

**Discussion:** (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

It is recommended that M-08 be rescinded. The resolution recognizes staff responsibility for maintaining manuals but there is no independent method of determining actual compliance without what amounts to an audit. Other than the Board, there is no entity or personnel within the Association that has authority to determine compliance. Maintaining such documents up to date can be considered part of performance evaluation of the GM and staff.

Committee Chair: Jim Trummel Loa Somanath Date: May 27, 2022 1/10/23  
Board Liaison: Stephen J. ... Date: 1/11/23  
Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_



**RESOLUTION M-08**  
**ASSOCIATION MANUALS**

1. **Purpose.** This Resolution establishes the policy for originating and maintaining manuals used by the various departments of Ocean Pines Association (Association) in the performance of the responsibilities of the departments.
2. **Policy.** It is the policy of the Association that each department shall manage its operations in a manner consistent with established procedures, guidelines, and policies.
3. **Manual.** For the purposes of this Resolution, a Manual is defined as a collection of procedures, guidelines, and policies, assembled by the Association staff. The information within a manual should have as its purpose the uniform performance of required tasks without regard to the individual who may be performing a particular task.
4. **Approval.** Manuals shall be approved by the General Manager and by the Department Manager when content is limited to a particular department. An approval date shall be a part of the manual unless the manual consists of documents such as policy instructions or job descriptions for which individual dates are appropriate.
5. **Record Copy.** The record copy of a manual is to be maintained within the office of the department to which it applies and the General Manager shall keep a duplicate copy. Additional copies may be made at the discretion of the Department Manager.
6. **Manuals in Effect.** Manuals in effect are listed on Appendix A. The General Manager may change this list as necessary.
7. **Review of Manuals.** Manuals shall be reviewed for current adequacy on a biannual schedule. The review is to be documented on a sheet similar to Appendix B and maintained with the signed copy of this Resolution. Appendices A and B are to be kept current, but may be modified by the General Manager without revising the text of this Resolution.
8. **Effective Date:** July 20, 2011

Approved by the Board of Directors on: July 20, 2011

Thomas J. Levy President      Attest [Signature] Secretary

Review History

General Manager [Signature]

Date: 22 July 2011

Legal \_\_\_\_\_

Date: \_\_\_\_\_

By-Laws & Resolutions Advisory Committee James Trummel Date: 7/21/2011



**DEPARTMENT MANUALS**

<u>MANUAL</u>	<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>REMARKS</u>
✓ Architectural Review Committee Guidelines	February 2010	Public Works Director	Approval by BOD is required
Employee Handbook	August 2003	Controller	
OPA Emergency Operations Plan	May 2007	Chief of Police	
OPA Financial Management Procedures Manual	April 2006	Controller	
✓ OPA Financial Management Policy Manual	April 2006	Controller	
OPA Job Descriptions Manual	---	General Manager	Individual positions created or amended as required
Employee Safety Manual	Undated	General Manager	
General Manager's Policy Instructions	---	General Manager	Policy Instructions issued or amended as required

**SAMPLE REVIEW SHEET**

**DEPARTMENT MANUALS**

GENERAL MANAGER      DEPARTMENT MANAGER      DATE      DATE      DATE

MANUAL

Architectural Review Committee Guidelines

Employee Handbook

OPA Emergency Operations

OPA Financial Management

Procedures Manual

OPA Financial Management

Policy Manual

OPA Job Description Manual

Employee Safety Manual

General Manager's Policy Instructions

Not Applicable

Not Applicable

Not Applicable

B-1



**RESOLUTION C-14  
RACQUET SPORTS ADVISORY  
COMMITTEE**

1. **Purpose.** The Racquet Sports Advisory Committee advises the Board of Directors on tennis, ~~paddle-ball~~ **platform tennis**, and pickle ball matters and aids in promoting the successful operation of all racquet sport activities.

2. **Authority.** Article SEVENTH of the Charter and Section 10.01 of the By-Laws of the Ocean Pines Association, Inc. 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 the duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding advisory 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 on methods of promoting interest in racquet sports;
- b. advising the Board of Directors regarding racquet sports policy and operation including recommendations for improving the racquet sports operation of the Manklin Meadows Racquet Center;
- c. advising in the development of budget proposals on programs, activities, facilities, and staff as it pertains to racquet sports activities;
- d. recommending rules and regulations including conduct and dress codes pertaining to the use of all racquet sports facilities;
- e. monitoring the condition, care, and maintenance of the racquet sports facilities and advising the Board and Racquet Sports Professional of any specific problems or concerns; and
- f. performing such functions as may from time-to-time, be directed or approved by the Board of Directors.

4. **Membership.** The Committee should have not less than three (3) or more than nine (9) members. At all times, the members of the Committee appointed by the Board of Directors should represent an equal balance from the three primary racquet sports (Tennis, ~~Paddle-Ball~~ **Platform Tennis**, and Pickle Ball). The Chair of the Committee shall be appointed by the Board of Directors and serve for a two-year term. Every effort should be made to rotate the Chair position to represent the three primary racquet sports.

5. **Reports.** Submit annual report by October 31 of each year in the format specified in Resolution C-01.

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: \_\_\_\_\_





## GUIDELINES FOR DISSEMINATING EMAIL CORRESPONDENCE TO ASSOCIATION MEMBERS IN GOOD STANDING

### THE FOLLOWING EMAILS MAY NOT BE DISSEMINATED:

Items addressed in Homeowners Act Section 11B-112. Specifically:

1. Discussion of matters pertaining to employees and personnel.
2. Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business.
3. Consultation with legal counsel on legal matters.
4. Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters.
5. Investigative proceedings concerning possible or actual criminal misconduct.
6. 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.
7. Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure.

Any email falling outside the above parameters may be requested by any member of the Association in good standing at any time.

### TIMING:

Requests will be honored in accordance with the Maryland HOA act or sooner as workloads permit.

### REQUESTING EMAILS:

1. All requests must be in writing or via email and directed to the General Manager with copies to all Directors.
2. The requests must be defined by topics and/or key words. Requests for all emails from a specific person, department or committee will not be accepted.

### DISSEMINATION:

1. Emails may be printed, transmitted electronically or copied to electronic media at the discretion of the Association unless a specific method is requested by the requestor that is compatible with Association capabilities.

### COSTS:

The time and costs to complete each request will be estimated by the Association. The estimated costs will include the fully burdened staff labor rate to retrieve, copy and transmit the information to the requestor as well as any material costs.

If the total estimated cost to obtain and transmit the requested information is less than \$20.00 (Twenty) the requestor will not be charged. If greater than \$20 (Twenty) the requestor will be notified of the total estimated cost and arrangement for payment prior to the request being honored.



## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: JOHN DILWORTH

2. Address: 133 TEAL CIRCLE

3. Email: john.dilworth219@gmail.com

4. Telephone: 410-208-0988 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 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"/>	Communications	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"/>	Marine Activities	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/>	Racquet Sports	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/>	Recreation & Parks	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/>	Search	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/>	Strategic planning	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/>	Other _____	Re-Appointment	<input type="checkbox"/>

Potential Term: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> ~ Term will expire: 2nd - 1/27/23

6. Why do you want to be on this Committee? COMPLETE FINAL YEAR OF ELIGIBILITY

7. What knowledge/input can you offer to this Committee? EXPERIENCE GAINED AS A MEMBER OF COMMITTEE

Signature: [Signature] Date: 12/19/22

1st Endorsement from Committee Chairperson:

Comment: N/A

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Endorsement from Board Liaison to Committee:

Comment: Fantastic Chair.

Signature: [Signature] Date: 1/4/23

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: SUSAN HOLT

2. Address: 98 ROBIN HOOD TRL

3. Email: holtso98@gmail.com

4. Telephone: 410-430-5572 Property Owner for 40 (years)

5. Committee in which you would like to be involved:

<input checked="" type="checkbox"/> Aquatics	Re-Appointment
<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"/> Communications	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"/> Marine Activities	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Racquet Sports	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment <input type="checkbox"/>

Potential Term: 1st  2nd 3rd ~ Term will expire: 3.7.25

6. Why do you want to be on this Committee? \_\_\_\_\_

7. What knowledge/input can you offer to this Committee? \_\_\_\_\_

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Signature Susan Holt Date \_\_\_\_\_

1st Endorsement from Committee Chairperson:  
 Comment: SUSAN UNDERSTANDS THE MISSION OF THE ARC AND HAS BEEN A VALUABLE MEMBER

Signature [Signature] Date 12/24/22

2nd Endorsement from Board Liaison to Committee:  
 Comment: excellent contributions to committee discussions & decision-making

Signature [Signature] Date 1/4/23

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: John Wherrity

2. Address: 240 Teal Circle Ocean Pines MD 21811

3. Email: jwherrity@slhcpas.com

4. Telephone: 215-343-2732 Property Owner for 17 (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 checked="" 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"/> Communications	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"/> Marine Activities	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Racquet Sports	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment	<input type="checkbox"/>

Potential Term: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> ~ Term will expire: 1

6. Why do you want to be on this Committee? To assist the community in realizing the greatest benefit from the deployment of it's resources.

7. What knowledge/input can you offer to this Committee? I worked as a CPA for 40 years. Performed audits of financial statements, preformed internal audits, prepared tax returns (all types), reviewed and advised on financing and other agreements.

Signature: *John Wherrity* Date: 12-28-22

1<sup>st</sup> Endorsement from Committee Chairperson:  
 Comment: John is a well qualified addition to the team.  
 Signature: *H.C. Rakowski* Date: 1/3/23

2<sup>nd</sup> Endorsement from Board Liaison to Committee:  
 Comment: I accept the committee's recommendation  
 Signature: *Monica M. Rakowski* Date: 1/10/2023

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

President's Signature \_\_\_\_\_ Date \_\_\_\_\_