



OCEAN PINES ASSOCIATION, INC.

Mission Statement: Provide the governance, administration, facilities, services, and amenities that are necessary to make Ocean Pines an attractive, affordable, safe, and enjoyable place to live and work.

BOARD OF DIRECTORS' REGULAR MEETING
AMENDED AGENDA

Wednesday, March 23, 2022

11:00 a.m., Clubhouse Meeting Room

Join Via Microsoft Teams:

<https://teams.microsoft.com/l/meetup->

[join/19%3ameeting_M2NmZTBkYWVtZDBjYy00NGMzLTk4ZjQtYjA5MTk2ZGUzN2Nj%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_M2NmZTBkYWVtZDBjYy00NGMzLTk4ZjQtYjA5MTk2ZGUzN2Nj%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 – Colette Horn, President – **all cell phones must be silenced; board cell phones must be powered off and stowed away; emergency text-in or call-in number for Directors' families is 443-377-1079**

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes –

February 23, 2022 – Regular Meeting

March 12, 2022 – Town Hall Meeting

President's Remarks – Colette Horn

GM Report – John Viola

Treasurer's Report – Larry Perrone

Public Comments – **Members wishing to make comments must state their name and address. Time limit for comments is 5 minutes. Comments may be made on any topic of interest to the member that pertains to the mission of OPA (see above). Order for comments for hybrid meetings: 1st – members in attendance in-person; 2nd – MS Teams Participants (use of "raise hand" function required to enter speaking queue); 3rd – members participating through the MS Teams call-in (audio only) function. To enter call-in queue, text Josh Davis at 443-377-1079. 4th – Members wishing to speak via the MS Teams chat function – chat function is for Public comments only; all other comments in the chat function will be considered out of order, as will be speaking during the meeting without being given the floor by the Chair.**

Purchase Requests –

Public Works – North Gate Bridge Lights

Racquet Sports – Pickleball Courts

CPI Violations – None

Unfinished Business –

Second Reading – Resolution M-09 – Colette Horn
Second Reading – Resolution M-09, Attachment A – Colette Horn

New Business –

Review of Resolution B-07 Petitions – Colette Horn
Review of Resolution M-05 Animal Control – Colette Horn
Review of Resolution M-07 Bulkhead and Waterway Maintenance – Colette Horn
Review of OPA Mission and Vision Statement – Colette Horn
Discussion on Social Media Policy – Doug Parks
Discussion on Tree Removal Policy – Rick Farr
Discussion on HB 882 – Doug Parks
Motion for Mailbox Investigation and Field Test – Josette Wheatley
Motion for Intersection Lighting Test – Frank Daly
Motion for Revision to Owner of Record Referendum Question – Colette Horn
Motion for Revision to Candidate Eligibility Referendum Question – Colette Horn
Motion for Revision of Bylaws Section 5.02(a) Employee – Colette Horn

Appointments –

Sherrie Clifford – 1st Term – Search Committee
Stuart Lakernick – 1st Term – Search Committee
Michelle Steward – 1st Term – Search Committee
Vicki Eckenrode – 1st Term – Strategic Planning Committee

Announcement of next meeting date: April 20, 2022 at 11:00 a.m.

Adjournment



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
Wednesday, February 23, 2022
11:00 a.m., Board Room

PRESENT: Colette Horn, Frank Daly, Larry Perrone, Josette Wheatley, Rick Farr, Doug Parks, and Amy Peck.

ALSO PRESENT: John Viola (General Manager), Steve Phillips (Director of Finance), 15 Association members, and approximately 29 attendees through Microsoft Teams.

Call to Order – Colette Horn called the meeting to order at 11:00 a.m. with the Pledge of Allegiance.

Approval of Agenda

Mr. Perrone moved to amend the agenda, Mr. Daly seconded. Mr. Perrone added a motion for the approval of the interest rate for delinquent fees to be discussed after the motion for the approval of the budget. Mr. Daly moved to accept the amended agenda, Mr. Parks seconded, all in favor.

Approval of Minutes

January 22, 2022 – Regular Meeting - Mr. Parks moved to accept, Mr. Daly seconded, all in favor.

February 7, 2022 – Special Meeting – Dr. Horn moved to amend the minutes for clarification on page 5, for By-Laws Section 6.03 to include the language that the registration form would only apply if the motion is approved by referendum.

Mr. Perrone moved to accept, Mr. Parks seconded, all in favor.

President's Remarks – Colette Horn – Dr. Horn noted that the proposed budget being presented today marks the second time in Ocean Pines history that the assessments will be decreasing.

She noted that the Microsoft Teams chat function will only be allowed for public comments.

GM Report – John Viola (attached)

Treasurer's Report – Presented by Steve Phillips on behalf of Larry Perrone (attached)

Public Comments

Joe Reynolds – 84 Watertown Road
Dutch Oostveen – 12 Lord Guy Terrace
Joe Wilkinson – 864 Ocean Parkway
Paula Gray – 88 Windjammer Road
Frank Budzinski – 64 Nottingham Lane
Patti Stevens – 171 Nottingham Lane
Debbie Bloom – 65 Martinique Circle
Mark Thomas – 1132 Ocean Parkway

Capital Purchases Requests – None

CPI Violations – None

Unfinished Business –

Discussion – Second Reading – Resolution M-09 – Colette Horn
Withdrawn from the agenda for further consideration

Discussion – Second Reading – Resolution M-09, Attachment B – Colette Horn
Withdrawn from the agenda for revisions, will be reviewed at the March 23,
2022 meeting

New Business –

Motion to approve the FY 2022-2023 Fiscal Budget – Larry Perrone
Mr. Perrone moved to approve, Mr. Daly seconded, all in favor.

Motion to approve a 6% interest rate for delinquent fees – Larry Perrone
Mr. Perrone moved to approve, Mr. Parks seconded, all in favor.

Discussion – Recreation and Parks Committee AARP Grant Application – Rick Farr
Mr. Daly moved to amend agenda to allow for a motion for the grant
application, Mr. Perrone seconded, all in favor.
Mr. Farr moved to submit the grant application, Mr. Parks seconded, all in
favor.

Resolutions to change the resident agent on the liquor licenses for OPA – Colette
Horn

Motion to have the General Manager review the financial documentation and
product descriptions for an electronic voting system – Josette Wheatley
Presentation made by Carol Ludwig (attached)
After presentation, Ms. Wheatley withdrew her motion.

Appointments –

Maria Campione-Lawrence – 1st Term – Aquatics Committee
Endorsed by Mr. Daly, seconded by Mr. Parks, all in favor.

Monica Rakowski – 1st Term – Aquatics Committee
Endorsed by Mr. Daly, seconded by Mr. Parks, all in favor.

Kevin Middleton – 1st Term – Architectural Review Committee
Endorsed by Mr. Farr, seconded by Mr. Daly, all in favor.

Frank Brown – 1st Term – Golf Committee
Endorsed by Mr. Daly, seconded by Mr. Perrone, all in favor.

Robert Long – 2nd Term – Golf Committee
Endorsed by Mr. Daly, seconded by Mr. Parks, all in favor.

Donald McMullen – 2nd Term – Golf Committee
Endorsed by Mr. Daly, seconded by Mr. Parks, all in favor.

Thomas Piatti – 2nd Term – Search Committee
Endorsed by Dr. Horn, seconded by Mr. Daly, all in favor.
Dr. Horn also appointed Mr. Piatti as Chair.

Andie Davis – 2nd Term – Search Committee
Endorsed by Dr. Horn, seconded by Mr. Daly, all in favor.

Frank Brown – 1st Term – Strategic Planning
Endorsed by Ms. Peck, seconded by Ms. Wheatley, all in favor.

Stuart Lakernick – 1st Term – Strategic Planning

Endorsed by Ms. Peck, seconded by Mr. Parks, Mr. Farr also in favor.

Dr. Horn, Mr. Daly, Mr. Perrone, and Ms. Wheatley opposed. Appointment not approved.

Mr. Parks moved to adjourn to closed session for the purpose of discussing matters pertaining to employees and personnel, specifically pertaining to the General Manager transition as permitted by the MD Homeowner's Association Act, Section 11B-111 (a), Mr. Daly seconded, all in favor.

Dr. Horn moved to adjourn to closed session for the purpose of discussing modifications of the terms of a contract, specifically pertaining to the lifetime golf membership agreement as permitted by MD Homeowner's Association Act, Section 11B-111 (vi), Mr. Parks seconded, all in favor.

The meeting adjourned to closed session at 2:08 p.m.

Respectfully submitted:

Josette Wheatley, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS
HEARING/TOWN HALL MEETING
Saturday, March 12, 2022
9:00 a.m., Clubhouse Meeting Room

PRESENT: Colette Horn, Frank Daly, Larry Perrone, Rick Farr, Doug Parks, and Amy Peck.

ABSENT: Josette Wheatley.

ALSO PRESENT: Cheryl Jacobs (Chair – Communications Committee), 12 Association members, and approximately 26 attendees through Microsoft Teams.

Call to Order – Colette Horn called the hearing to order at 9:00 a.m. with the Pledge of Allegiance.

President's Remarks – Colette Horn – Dr. Horn introduced Cheryl Jacobs as the moderator for today's hearing.

Public Comments

Elaine Brady – 812 Yacht Club Drive
Slobodan Trendic – 20 Drawbridge Road
Joe Reynolds – 84 Watertown Road
Jim Trummel – 1 Annapolis Court
Shirley Isett – 14 Waters Edge Court
Ken Waters – 37 Birdnest Drive
Dutch Oostveen – 12 Lord Guy Terrace
Linda Yurche – 35 Watertown Road
Dinah Hoffmeister – 43 Ocean Parkway
Tom Schwartz – 198 Ocean Parkway
Robert Landis – 237 Windjammer Road

By-Law Changes Referendum –

Dr. Horn noted that the changes to the By-Laws have been ongoing for over 2 years. Mr. Daly added that some of the changes were developed after the court ruling.

The hearing adjourned at 10:20 a.m.

**RESOLUTION M-09
CANDIDATE SEARCH PROCESS FOR OPA
BOARD ELECTIONS**

1. **Purpose.** This Resolution establishes the formation, roles and responsibilities of the Search Committee and the procedures for candidate search.
2. **Authority.**
 - a. The candidate application process is described in Section 5.02 of the Ocean Pines Association By-Laws.
 - b. Section 5.02(b) of the By-Laws requires that a Search Committee be appointed by the President and approved by the Board not later than February 1st each year. The President will also appoint a committee member to serve as chair of the committee.
3. **Search Committee.**
 - a. Each Committee term shall extend until the appointment of the succeeding Committee, or February 1st of the election year, whichever is the first to occur.
 - b. No Committee member shall serve more than three consecutive terms.
4. **Candidate Application Form Due Date.** If the Association offices are not open on May 10 or are not open for a full business day, Candidate Applications are then due no later than the end of the next full business day of the Association offices.
5. **Roles.**
 - a. The role of the Committee is to stimulate community interest in the forthcoming Board election, solicit candidates from a broad spectrum of the Ocean Pines membership, provide information to, or otherwise assist potential candidates with the application process. The Committee shall verify that all applications received are sent to the Secretary of the Association (Secretary) for validation of eligibility. The Secretary will forward the list of all eligible candidates to the Elections Committee who will conduct the election itself. All of the above participants shall be actively supported by Association Management and Staff.
 - b. The President of the Association shall appoint a Director to serve as liaison to the Committee. The liaison shall not be a Director that is

eligible for reelection.

6. **Search Committee Responsibilities.** The Committee shall:

- a. Hold meetings that are public and announced in advance to association members in accordance with Resolution C-01.
- b. Work with appropriate OPA Staff to publicize the coming Board election and search for candidates, in Association and local media. This notification shall include eligibility requirements, Board duties and responsibilities, where, when and how to obtain and submit applications, and typical election events and timelines.
- c. Contact individuals who may have an interest in becoming a candidate. This includes, but is not limited to, persons who have served on Ocean Pines Association committees, have been active in community organizations or affairs, or recommended by another member. The Committee goal is to cast as broad a net as practical and not to form any advance judgments on who may or may not be the best candidate. Validation of eligibility shall be the responsibility of the Secretary after all applications are received by the deadline date.
- d. Work with the GM and appropriate OPA staff to establish locations in the Administration Building where applications can be obtained and submitted. Committee members may also provide interested members with application forms directly or they may be printed from the OPA web page. However, all completed applications must be submitted to a Search Committee box in the Administration Office. The applications will be time-stamped, dated and stored in a secure location by an assigned staff member who is designated by the General Manager. Attachments A and B to this resolution comprise the current application form.
- e. Monitor the incoming applications and ensure that the Secretary is provided with all candidate applications as soon as received, but no later than the date specified in the By-laws. The Committee shall submit a list of candidate applications to the Secretary no later than May 15th.
- f. Access to the Search Committee box shall be limited to the chair of the Search Committee, assigned staff member and Secretary.
- g. While nothing will preclude an individual candidate from announcing their intention at any time, the Committee is not authorized to release any applicant, potential candidate, or candidate information to the public.

h. Submit a Committee Report to the Board of Directors no later than June 30th. This report shall include:

- i. A summary of Committee activities during the search process.
- ii. Problems encountered.
- iii. Recommendations for improving the search process.

i. Materials selected by the Committee, including a confidential list of the people contacted and their possible future interest shall be retained for the next Committee. The materials shall be stored in a manner that is accessible only to the Committee as well as those Association staff members designated by the General Manager. The General Manager is responsible for making suitable storage space available. Materials that have been stored may be destroyed after one (1) year.

7. **Staff Assistance.** The Association General Manager shall designate such staff personnel as may be necessary to assist the Committee in the performance of its responsibilities. The Secretary shall provide the list of candidates to the Association for release to the membership and public upon completion of candidate verifications. The Committee may destroy stored files after one (1) year.

8. **Candidate Search Responsibilities of Secretary.** The Secretary is responsible for verifying the eligibility of candidates in accordance with 5.02(d) of the By-Laws.

a. Candidate eligibility under 5.02(a), (c), and (d) of the By-Laws is defined as:

- i. Owner of record of real property in the subdivision since the first day of January in the year of the election. **The secretary shall use the Worcester County land records and/or State Department of Assessment and Taxation records to verify property ownership.**
- ii. No unpaid annual charges as of May 15th of the year of the election.
- iii. The Board of Directors has not suspended the member's vote under the provisions of 5.13(e) of the By-Laws, as of May 15th of the year of the election.
- iv. The candidate has completed the **Candidate Registration Form** (application form) required by 5.02(c) of the By-Laws and is

included as an attachment to this Resolution, and has provided attachments required by the Candidate Registration Form

- ∇ The Secretary will contact each applicant to confirm their Candidate Registration Form has been completed correctly. In the case where the form has not been completed correctly the Secretary will identify the information needed and contact the applicant to have them provide the required information. The Secretary will remind the applicant of the due date for providing the required information. ~~Should there be any delay in the applicant providing the information by the noted date the applicant must contact the Secretary and explain the situation. The Secretary can determine if an extension to the due date is warranted. Once all the required additional information is provided, the Secretary will attach that information to the Candidate Registration Form.~~
- b. The verification of the eligibility of additional candidates, if there are any such applications under 5.02(e) of the By-Laws, shall be the same as in the preceding subparagraph 8.a.
- c. The Secretary shall notify each applicant of the acceptance or rejection of the candidate's application, including any reasons for rejection, if applicable, prior to submitting the list of eligible candidates to the Elections Committee ~~public release of candidate's names~~ not later than June 1. The reason for a rejection shall be included with the notification.
- d. When the list of eligible candidates has been submitted to the Elections Committee the following shall be released to the members and the public by the Association:
 - i. The list of eligible candidates.
 - ii. The Registration Form (Attachment B) of each eligible applicant.

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: _____

ATTACHMENT A

OCEAN PINES ASSOCIATION, INC. BOARD OF DIRECTORS ELECTION INFORMATION & CANDIDATE APPLICATION FORMS

Attached is the OPA Candidate Registration Form. To be considered by the OPA, this form must be completed and returned to the OPA General Manager's office at the Administration office at 239 Ocean Parkway to the attention of the Search Committee no later than the end of Association business on May 10th of the year of election. If Association offices are not open on May 10th, or not open for a full business day, Candidate Registration Forms are then due no later than the end of business the next full business day of the Association offices.

For your convenience, additional information is provided that gives a brief description of Board responsibilities. Additional corporate documents are available for review at the OPA Administration Office. The OPA Elections Committee supervises the election process and will provide further instructions to all candidates in addition to that below.

Board Responsibilities

- The Ocean Pines Association is governed by a seven-member Board of Directors elected by the lot owners who make up membership in the homeowners association.
- Section 5.13 of the By-Laws establishes the Powers of the Board. Section 15.14 establishes the duties of the Board.
- The Board determines operational and fiscal policy and assesses property owners at a rate set annually. These assessments provide the funds for the operation of the Association.
- The Board sets a meeting schedule for the coming year at the Organization Meeting after the election of directors. A Board member who misses three consecutive regular meetings is subject to removal for cause.
- Board members do not receive monetary compensation for their service.
- Board members serve three-year terms on a staggered basis. Directors cannot seek reelection after serving two consecutive terms.
- A Board candidate must be an owner of record on January 1st of the year of the election and not have unpaid annual charges or vote suspended by the Board as of May 15th of that year.
- Board members may be assigned as Board liaison to Advisory Committees.

Elections Committee

- The Elections Committee has the responsibility for administering the election process. See Board Resolution M-06 Elections and Referendums Procedure. The Committee will provide further instructions and information for all candidates.
- Candidates will be requested to supply information, which will be distributed to the media and included with ballots sent to Association members. This includes biographical information, and answers to questions prepared by the Elections Committee. Candidates will be asked to participate in a Candidates Forum.



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 2/15/22

TOPIC: Review of Resolution B-07 Petitions

FOR INCLUSION IN MEETING HELD ON: 3/23/22

SUBMITTED BY: Colette Horn

TOPIC: Review of Resolution B-07 Petitions

CONCISE STATEMENT: The attached resolution is due for review per the schedule maintained by the Bylaws and Resolutions Advisory Committee. This discussion is to provide each director the opportunity to submit and discuss recommendations for revision.

BACKGROUND: This resolution provides the format for petitions and the procedures for the submission of petitions to the Board of Directors.

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.
 - 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:

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:** November 19, 2008

Adopted by the Board of Directors on November 19, 2008

/S/ David M. Stevens President Attest: /S/ Les Purcell Secretary

Review History:

General Manager: /S/ Thomas J. Olson Date: December 4, 2008

Legal: _____ Date: _____

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

Date: December 5, 2008



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 2/15/22

TOPIC: Review of Resolution M-05 Animal Control

FOR INCLUSION IN MEETING HELD ON: 3/23/22

SUBMITTED BY: Colette Horn

TOPIC: Review of Resolution M-05, Animal Control

CONCISE STATEMENT: The attached resolution is due for review per the schedule maintained by the Bylaws and Resolutions Advisory Committee. This discussion is to provide each director the opportunity to submit and discuss recommendations for revision.

BACKGROUND: This resolution establishes the policy for fees related to the custody of animals by the Ocean Pines Police Department when they need to supplement County Animal Control officials.

RESOLUTION M-05

ANIMAL CONTROL

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

2. **Authority**

a. Article 26, Section 6 of the Annotated Code of General Public Laws of Maryland charges the Ocean Pines Police Department "...with the responsibility of 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.

c. Section 10-601 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:** February 17, 2010

Approved by the Board of Directors on: February 17, 2010

/S/ W. M. Rakow President Attest /S/ Edgar Purcell Secretary

Review History

General Manager /S/ Thomas J. Olson Date: 6-16-2010

Legal _____ Date: _____

By-Laws & Resolutions Advisory Committee /S/ James Trummel Date: 6-16-2010



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 2/15/22

TOPIC: Review of Resolution M-07 Bulkhead and Waterway Maintenance

FOR INCLUSION IN MEETING HELD ON: 3/23/22

SUBMITTED BY: Colette Horn

TOPIC: Review of Resolution M-07, Bulkhead and Waterway Maintenance

CONCISE STATEMENT: The attached resolution is due for review per the schedule maintained by the Bylaws and Resolutions Advisory Committee. This discussion is to provide each director the opportunity to submit and discuss recommendations for revision.

BACKGROUND: This resolution establishes OPA policies regarding the maintenance of bulkheads and waterways.

RESOLUTION M-07

BULKHEAD AND WATERWAY MAINTENANCE

1. **Purpose.** This Resolution establishes Ocean Pines Association (Association) policies regarding the maintenance of bulkheads and waterways.
2. **Authority.**
 - a. The Declarations of Restrictions for the Sections of the Association specify Association responsibilities for waterways, bulkheads, and waterfront improvements. These responsibilities are not uniform among the Sections of the Subdivision. The Declaration of Restrictions for a Section must be consulted to determine the maintenance responsibilities of the Association within that Section.
 - b. The Declarations of Restrictions for the Sections of the Association reserve for the Association easements for the preservation of the navigation and recreational use of waterways and, where applicable, bulkhead and waterfront improvement maintenance by the Association.
 - c. The Articles of Restatement of the Charter of the Association include providing for the maintenance of bulkheads and waterways as a purpose of the Association.
3. **Association Responsibility.** In accordance with the provisions in the various Declarations of Restrictions and the Charter, the Association is responsible for maintaining bulkheads and waterways in a manner that preserves navigation and recreational use of the waterways. This responsibility shall be performed in accordance with applicable local, state, and federal laws and regulations.
4. **Canal Depth.**
 - a. The Association shall be responsible for maintaining the following minimum canal depths for canals owned by or under the control of the Association. Depth is measured when the tide is at mean low water level.
 - (1) Canal channels (typically near canal centers) of 48 inches; and
 - (2) 36 inches at ten feet out from the bulkheads.
 - b. Owners of lots with an existing dock and/or boat lift and those owners making application for construction of a dock/boat lift are responsible for determining that there is sufficient depth to allow for launching or retrieval of a boat.
5. **Lot Owner Responsibilities.** Lot owners have the following responsibilities when the Association performs maintenance and preservation of waterways, bulkheads, and waterway improvements.

a. Lot owners are responsible for the removal of improvements or plantings within easements that interfere with Association maintenance of bulkheads and waterways. This responsibility applies without regard to prior approval of improvements by the Association or local, state, or federal agencies having jurisdiction over the waterways.

b. Lot owners are responsible for the replacement of improvements which have been removed for bulkhead and waterway maintenance. A new permit for replacement which is in accord with a prior approval of the Association is not required. However, such replacement shall be in compliance with all applicable local, state, or federal laws and regulations.

c. The cost of removal, and subsequent replacement, of improvements and plantings for the purpose of bulkhead and waterway maintenance shall be borne by the lot owner.

d. If a lot owner does not remove improvements or plantings that interfere with the required maintenance activity, the Association shall have the right to take such action as necessary and invoice the lot owner for the effort. In the event such invoice is not paid, the Association shall have the right to place a lien against the property in the same manner as liens are placed for maintenance performed by the Association under the Declarations of Restrictions.

6. **Notification to Lot Owners.** The Association shall notify lot owners at least thirty (30) days prior to any planned bulkhead or waterway maintenance so that the owner may remove or alter structures or plantings that may interfere with the maintenance effort or cause added cost to the Association.

7. **Effective Date:** June 16, 2010

Approved by the Board of Directors on: June 16, 2010

/S/ W. M. Rakow President Attest /S/ Edgar Purcell Secretary

Review History

General Manager /S/ Thomas J. Olson Date: 6-16-2010

Legal _____ Date: _____

By-Laws & Resolutions Advisory Committee /S/ James Trummel Date: 6-16-2010



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 2/25/22

TOPIC: Review of OPA Mission and Vision Statement

FOR INCLUSION IN MEETING HELD ON: 3/23/2022

SUBMITTED BY: Colette Horn

TOPIC: To review and consider either reaffirming or revising the current OPA Mission and Vision Statement.

CONCISE STATEMENT: The OPA Mission and Vision Statement has not been reviewed for revision or reaffirmation since September 2012. Consideration should be given to doing so at this time.

BACKGROUND: The OPA Mission and Vision Statement reads as follows:

The Board of Directors hereby reaffirms that the Vision and Mission of the Ocean Pines association are as follows:

Vision: "Ocean Pines will be a premier resort community, offering exceptional value and quality of life to property owners who are diverse in age, economic status and interests.

Mission: Provide the governance, administration, facilities, services, and amenities that are necessary to make Ocean Pines an attractive, affordable, safe and enjoyable place to live and work.

September 12, 2012



OCEAN PINES ASSOCIATION, INC.

Proposed Topic for Discussion by Board of Directors

DATE: March 14, 2022

TOPIC: Social Media Policy

FOR INCLUSION IN MEETING HELD ON: March 23, 2022

SUBMITTED BY: Doug Parks

TOPIC: Discuss the development of a social media policy

CONCISE STATEMENT: The board should consider the benefits and effectiveness of a policy regarding the use of social media.

BACKGROUND: Given the pervasive use of social media, the board should consider a policy to ensure information shared by Directors on all social media platforms is consistent and reflects a recognized official position on matters. As Directors posting on a social media platform, there is the possibility that the reader could consider the particular social media platform as an official source of information for the community. It is important to make the distinction regarding an official OPA information resource and other social media platforms available to the OPA membership.



OCEAN PINES ASSOCIATION, INC.

Proposed Topic for Discussion by Board of Directors

DATE: March 21, 2022

TOPIC: Tree Removal(s) occurring without approval.

FOR INCLUSION IN MEETING HELD ON: March 23, 2022

SUBMITTED BY: Rick Farr

TOPIC: Tree Removal(s) occurring without meeting OPA, CPI and ARC required protocols for approval.

CONCISE STATEMENT: Group discussion ensued regarding public concerns of tree removal without regard to prescribed protocols. After further and in-depth discussion, it is apparent that there are inconsistent practices regarding tree removal requests, permitting application process and apparent widespread abuses by both homeowners and tree service companies.

BACKGROUND: Social media and community forum posts were read to the committee. These posts were generated by community members referencing tree removal services. Specifically, methods and workarounds were described for performing tree removal without proper permitting and approval. The overall media posts or messages indicated tree work was occurring without reference to homeowners-initiated application or following of required ARC protocols regarding pre-approval inspections and site permitting for tree removals. Specifically, homeowners were not making actual application for associated Request for Tree Removal or following required ARC protocols regarding the tree removal process

March 1, 2022, ARC Committee Meeting, 10:am

March 15, 2022, ARC Committee Meeting, 10:am

In attendance:

Ocean Pines Representatives

Linda Martin, OPA, Office Manager
Joshua Vickers, OPA CPI, Chief Inspector

ARC

Rick Farr, BOD Committee Liaison
John Dilworth, Committee Chair
Margret McGovern, Committee Member
Susan Holt, Committee Member
Lawrence Malone, Committee Alternate
Kevin Middleton, Committee Alternate

Topic of Concern:

Tree Removal(s) occurring without meeting OPA, CPI and ARC required protocols for approval.

Background:

Social media and community forum posts were read to the committee. These posts were generated by community members referencing tree removal services. Specifically, methods and workarounds were described for performing tree removal without proper permitting and approval. The overall media posts or messages indicated tree work was occurring without reference to homeowners-initiated application or following of required ARC protocols regarding pre-approval inspections and site permitting for tree removals. Specifically, homeowners were not making actual application for associated *Request for Tree Removal* or following required ARC protocols regarding the tree removal process.

Evidence was presented:

Joshua Vickers, CPI representative and Chief Inspector, shared multiple instances and experiences of such occurrences. He has first-hand experience and on multiple occasions has witnessed activity in violation of OPA policy and procedures for tree removal.

After further discussion with Joshua, it appears that this is a frequent occurrence. Joshua stated that tree work regularly occurs without property owners following the required process for acquisition of tree removal permitting. He affirmed that often tree work begins without the required initial CPI site visit, associated evaluation and approvals via CPI placed tree marking(s). Work had begun in advance of the issuance and posting (displaying) of CPI issued *hard copy* permits. Also, no scheduling for the required follow-up inspections by CPI for satisfactory completion of work. Joshua stated that unauthorized tree removal frequently occurs on weekends when CPI staff is typically unavailable.

Joshua Vickers stated that rampant abuse regarding tree service companies exists. Permits are obtained late, after the fact and after tree removal has begun and sometimes surreptitiously obtained and even appear to be counterfeiting the hard copy permits.

Discussions:

Group discussion ensued regarding public concerns of tree removal without regard to prescribed protocols. After further and in-depth discussion, it is apparent that there are inconsistent practices regarding tree removal requests, permitting application process and apparent widespread abuses by both homeowners and tree service companies.

This situation has resulted in CPI responding in a reactive rather than proactive position regarding these matters. It was also clear that these actions distract from many other much needed CPI field responsibilities.

Currently, Tree Removal Permits are obtained at "*No Charge*", in accordance with the A.R.C. Fees schedule posted on the website and dated, "*Effective May 1, 2019*".

It was well established that this process involves unrecoverable OPA & CPI resources including administrative and field personal hours plus related transportation costs.

Remedies/Solutions: discussed and for consideration:

1. Regular communications via newsletter, website and email blasts reminding homeowners of permitting procedures for tree trimming and removal.
2. Requiring Tree Service providers to register with CPI and complete an annual registration. This registration application requires specific information but not limited to the following required information. Provision of current state or local licenses, any certifications relative to the industry, current certificates of applicable insurance coverages, (principles or business owners' signature) required for receipt of understanding of OPA, CPI & ARC guidelines specifically regarding tree and vegetation removal. The registration should include the names of all business's principles and their respective contact information. *(This can be tweaked as required)*
3. Essentially, this registration with the Ocean Pines Association would divulge pertinent information relative to the Tree Service provider company profile. This registration would be consistent among all providers, and this may give some edge for OPA to report frequent and known violators of OPA's guidelines and procedures to the applicable licensing jurisdiction. This would also weed out legitimate licensed and insured business from unlicensed and illegitimate businesses preying on the community.
4. Require homeowners to either apply in person or via an officially notarized ***Request for Tree Removal*** application, to ensure the document contains the actual homeowner signatures, valid scope of work and request for associated approvals are verified. This application should include a OPA Registered tree service provider. (See 2. above)
5. Attaching a fee to tree removal and establishing the application for permitting of ***Request for Tree Removal***. An updated permit application with a suggested fee of at minimum \$115.00. This fee would include a onetime administrative cost for time in processing the application and two field inspections (Pre and post inspections). If additional inspections are required and additional fees of \$35.00 would be charged for each.
6. Fines for unauthorized tree removal (recipients of the fine(s), homeowner or tree service providers were not defined). ***Needs further discussion.***
7. Limit tree cutting to Monday through Friday when possible.
8. Include specific Permit Posting location requirements for visibility.

Suggestions for BOD presentation & considerations

1. Consider practical applications and engage in dialog to adequately serve the concern.
2. There are several remedies provided but need official channels explored for implementation.
3. Agree to further engage with CPI and ARC for prescribed modifications or remedies.

Conclusion:

CPI and the ARC have discussed the matter of tree removal requests, permitting and enforcement in detail. It is quite apparent that the administrative work associated with requests, permitting and code enforcement involves a large block of administrative time and resources. These resources are already overburdened, and the unrecoverable time casts a deficit on other needed areas and uses for these specific resources. Currently, tree removal requests and associated permits are issued at *no cost*. Administrative, office and field resources are expended to this process. Subsequently CPI and ARC feel prudent consideration should be given to establishing a minimum value of costs to cover the resources expended for this process. Application of this change would need to be further explored and approved by the OPA BOD.

It is a concern that CPI and ARC have no enforcement avenues, no teeth so to speak. It is also concern that the homeowner (or in many cases their representative tree service provider) has no real liability or skin in the game. We feel we have addressed these concerns from a logical and fiscally prudent approach that is already in place for other permit applications.

In no way is it being suggesting that any limitations or incumbency be placed upon or limit a homeowner's ability to properly obtain permits for tree service or removals from their deeded property. Rather CPI and ARC wish to bring attention to the concerns surrounding the current ***Request for Tree Removal process*** which is currently not producing the intended outcome.



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: March 18, 2022

TOPIC: HB 882

FOR INCLUSION IN MEETING HELD ON: March 23, 2022

SUBMITTED BY: Doug Parks

TOPIC: Discuss the possible endorsement of HB 882

CONCISE STATEMENT: The board may want to consider submitting an official statement to endorse House Bill 882.

BACKGROUND: It has been brought to the Board's attention by members of the Rec & Parks advisory committee to consider sending a letter on behalf of Ocean Pines to officially support House Bill 882 which authorizes expansion of wildlands boundaries and planning for a raised walking/biking trail through the Pocomoke State Forest to the Town of Snow Hill.

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Sherrie Clifford

2. Address: 103 Teal Circle, Ocean Pines, MD 21811

3. Email: sclifford@cliffordrealtor.com

4. Telephone: 856-873-6029 Property Owner for 1 1/2 (years)

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

- | | |
|---|---|
| <input type="checkbox"/> Aquatics | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Review | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Budget & Finance | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> By-Laws & Resolutions | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Clubs | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Elections | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Environment & Natural Assets | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Golf | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Recreation & Parks | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Communications | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Strategic planning | Re-Appointment <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Search | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Marine Activities | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Other _____ | Re-Appointment <input type="checkbox"/> |

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

6. Why do you want to be on this Committee? I would like to be more involved in the Ocean Pines community
I have extensive experience in technology, database design, social media platforms and marketing in addition to owning my own
Technology Data Validation & Management company specializing in Options Data for Trading and Financial Industry firms.

7. What knowledge/input can you offer to this Committee? I bring experience in searching for
potential employees, interviewing candidates, hiring employee, data management and contract negotiations are a few of my skills.

Sherrie Clifford Digitally signed by Sherrie Clifford
Date: 2022.03.05 13:48:09 -05'00' 3/5/2022
 Signature _____ Date _____

1st Endorsement from Committee Chairperson:
 Comment: I interviewed Sherrie and fully endorse her appointment.
Her technology experience will help achieve our goals.
 Signature Thomas Bieth Date 3/7/22

2nd Endorsement from Board Liaison to Committee:
 Comment: I endorse this applicant as having skills a attitude to
give sound advice to the Board.
 Signature _____ Date _____

Board Action: _____ Date: _____

President's Signature _____ Date _____

**OCEAN PINES ASSOCIATION
ADVISORY COMMITTEE APPLICATION**

1. Name of Applicant: STUART WAKERNICK

2. Address: 9 WIDOWS WATCH CT / 811 HENRY AVE
LAUREL HILLS NA

3. Email: BAKFIXER@AOL.COM

4. Telephone: 215-864-6343 Property Owner for 8 (years)

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

<input type="checkbox"/> Aquatics	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Architectural Review	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Budget & Finance	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> By-Laws & Resolutions	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Clubs	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> 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 checked="" 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: 1st term

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

7. What knowledge/input can you offer to this Committee? SEE ATTACHED ADDENDUM

Signature: [Signature] Date: 2/23/2022

1st Endorsement from Committee Chairperson:
 Comment: we fully support Stuart's appointment. He is outgoing and will encourage residents to run for the Board.
 Signature: [Signature] Date: 2/24/22

2nd Endorsement from Board Liaison to Committee:
 Comment: I do not endorse this applicant as having
[Signature] Date: 2/3/2022

Board Action: _____ Date: _____

President's Signature _____ Date _____

Revised 1/11/21 M. Bennett

skills & attitudes that ~~you~~ inspire confidence in the quality of advise to be given & work on the committee

**OCEAN PINES ASSOCIATION
ADVISORY COMMITTEE APPLICATION**

1. Name of Applicant: Michelle L. Stewart

2. Address: 9 Dawn Isle, Ocean Pines, MD 21811

3. Email: shell-mis@live.com

4. Telephone: (443) 995-4100 Property Owner for 7 yrs. 5 mo. years.

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

- | | | |
|---|----------------|--------------------------|
| <input type="checkbox"/> Aquatics | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Review | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Budget & Finance | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> By-Laws & Resolutions | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Clubs | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> 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 checked="" 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: 1st

6. Why do you want to be on this Committee? After living in our community for a number of years, I would like to begin contributing in a more active way, beginning with participation on an advisory committee.

7. What knowledge/input can you offer to this Committee? Education: BS in Public Policy / Public Administration, Master in Nonprofit Management and Leadership. Professional background: public, private and nonprofit sectors. I believe my experience, knowledge and work ethic will be beneficial to the search committee. Addendum: CV

Signature: Michelle Stewart Date: 27 Feb 2022

1st Endorsement from Committee Chairperson:

Comment: I interviewed Michelle and fully approve her appointment!
She has impeccable credentials and will make a great committee member.

Signature: Thomas A. Firth Date: 2/28/22

2nd Endorsement from Board Liaison to Committee:

Comment: I endorse this applicant as having skills & attitudes
that will
support sound
advise & work
on this committee

Signature: Valerie M. G. Date: 3/22/22

Board Action: _____ Date: _____

President's Signature _____ Date _____

ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Vicki L. Eckenrode
 2. Address: 11 Salty Way Ocean Pines MD
 3. Email: vle52@yahoo.com
 4. Telephone: 717-947-0556 Property Owner for 7+ (years)

5. Committee in which you would like to be involved:
- | | |
|--|---|
| <input type="checkbox"/> Aquatics | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Review | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Budget & Finance | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> By-Laws & Resolutions | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Clubs | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> 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 checked="" 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:

6. Why do you want to be on this Committee? to help w/ growth and planners for all residents in a transparent fashion

7. What knowledge/input can you offer to this Committee? Worked with American Red Cross Strategic committee - multiple volunteers

Signature: Vicki Eckenrode Date: 2/25/2022
See back of Application

1st Endorsement from Committee Chairperson:
 Comment: INTERVIEWED AND APPROVED
 Signature: [Signature] Date: 2/25/22

2nd Endorsement from Board Liaison to Committee:
 Comment: [Signature]
 Signature: _____ Date: 3/10/22

Board Action: _____ Date: _____

President's Signature _____ Date _____