



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
AGENDA
Wednesday, April 1, 2020
7 PM, Microsoft Team Virtual Meeting

Call to Order – Doug Parks, President

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes

March 7, 2020 – Regular Meeting

March 20, 2020 – Special Meeting

President's Remarks – Doug Parks, President

GM Report – John Viola

Treasurer's Report- Larry Perrone

Public Comments

Capital Purchases Requests – None

CPI Violations-

5 Decatur Ct.

8 Willow Way

115 Nottingham Lane

15 Rockside Rd.

37 Teal Circle

56 Beaconhill Rd.

Unfinished Business –

Discussion of Homeowner Assessments relative to the financial impact of the Coronavirus pandemic. – Doug Parks

New Business –

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

Appointments –

Gerald Horn – 2nd Term – Clubs

Adjournment to Closed Session



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

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

ALSO PRESENT: John Viola, General Manager, 1 member of the press and approximately 14 Association members.

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

Approval of Agenda

Mr. Daly moved to amend the Agenda, Mr. Tuttle seconded, all in favor. Mr. Tuttle added 3 Committee appointments, Mary Anne Whitcomb – Elections, Larry Davis - Golf and Susan Morris – Golf. All in favor of the amended Agenda.

Approval of Minutes

February 5, 2020 – Regular Meeting - Mr. Daly moved to accept, Mr. Tuttle seconded, all in favor.

February 18, 2020 – Special Meeting - Mr. Daly moved to accept, Ms. Rogers seconded, all in favor.

President's Remarks – Doug Parks – Mr. Parks announced the Executive Council meeting will be held Monday evening at 7 pm in the Anna Fultz room; still no volunteers for the Search Committee; the Strategic Planning Committee has been kick started; he attended the County Commissioners meeting last week and presented the funding request; Comcast will start activating section 1 in April, look for pop up events from them; thank you to John and his team for the coronavirus information on the websites, stay tuned for updates.

Announcement of Email Votes/Motions – Colette Horn - On 2/12/20 there was unanimous agreement among the Directors to hold an email vote on a motion to approve a requested purchase of a sound system for the Yacht Club banquet room (attached).

GM Report- John Viola (see attached)

Treasurer's Report- Larry Perrone (see attached)

Public Comments

Doris Lloyd – 65 Wood Duck Dr. - Ocean Pines Boat Club display case

Esther Diller – 9 Widows Watch Ct. - Good work from this Board

Paula Gray – 88 Windjammer Rd. - tree removal concerns

Jerry Leuters – 109 Bramblewood – ditch/drainage issues

Capital Purchases Requests-

Public Works – 2020-2021 Bulkheads - Mr. Perrone moved to authorize the bulkhead work for fiscal year 2020/2021 in the amount of 1,182,150.00 from Fisher Marine. Mr. Daly seconded, all in favor.

Police Dept. – Furniture Replacement – Mr. Perrone moved to approve the purchase of replacement furniture as recommended by Tobie Jacobs Design for \$44,584.05. Mr. Daly seconded, all in favor.

CPI Violations-

55 Grand Port Rd. - Mr. Daly moved to accept the recommendation to find the homeowner in continuing violation and forward to our Attorney, Mr. Tuttle seconded, all in favor.

92 White Sail Circle - Mr. Daly moved to accept the recommendation to find the homeowner in continuing violation and forward to our Attorney, Ms. Rogers seconded, all in favor.

19 Deerfield Court - Mr. Tuttle moved to accept the recommendation to find the homeowner in continuing violation and forward to our Attorney, Ms. Horn seconded, all in favor.

Unfinished Business –

Motion - Acceptance of the Architectural Review Committee Revised Guidelines – Steve Tuttle – Ms. Rogers seconded, all in favor.

New Business –

Motion - The Board hereby approves the proposed single source contract through the MD Department of Environment not to exceed \$19,000. – Doug Parks – Mr. Daly seconded, all in favor.

First Reading – Resolution M-01 – Frank Daly

First Reading – Resolution C-11 – Frank Daly

First Reading – Resolution F-03 – Doug Parks

First Reading – Resolution C-01 – Colette Horn

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

Appointments –

Susan Holt – 1st Term – ARC (alternate)

Larry Malone – 3rd Term – ARC

Olga Novy – 2nd Term – Golf

Ronald Porcelli – 1st Term – R&P

Martha Aurthur – 1st Term – R&P

Helen Johnson – 1st Term – Strategic Planning

Patricia Benner – 1st Term – E&NA

Mary Anne Whitcomb – 1st Term – Elections

Larry Davies – 2nd Term – Golf

Susan Morris – 1st Term - Golf

Mr. Daly moved to approve all the nominations, Ms. Rogers seconded, all in favor.

At 9:55 am, Mr. Daly moved to adjourn to Closed Session, Mr. Perrone seconded, all in favor.

The closed session was called to order at 10:05 a.m. and was adjourned at 12:25 p.m.



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' SPECIAL MEETING
Friday, March 20, 2020
10:00 AM, Board Room, Administration Office

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

ALSO PRESENT: John Viola, General Manager, 0 members of the press and 0 Association members.

Call to Order – Doug Parks called the meeting to order at 10:00 am with the Pledge of Allegiance.

Approval of Agenda

Mr. Perrone moved to amend the Agenda; Mr. Janasek seconded. Ms. Horn added an additional reason for Closed Session, matters pertaining to employees and personnel. All in favor.

President's Remarks – Doug Parks – Mr. Parks stated this is our first foray into virtual meetings. We have found a Microsoft Team option; we are looking into budget friendly options. For today's meeting, we are Facebook live. Please comment there and we will answer. There were 2 comments emailed to the Board we will also answer. Just a reminder, due to the current circumstances, please patronize our local restaurants. The Yacht Club is offering local delivery as are others.

Public Comments

Emailed Comments –

Sarah Buser – HOA fee reduction inquiry/interest fee adjustment?

Keith Kaiser – does golf course have its own well or use County water?

Capital Purchase Requests

Public Works – 173 Teal Circle Drainage Pipe – Mr. Tuttle moved to accept the recommendation of Goody Hill for \$16,650. Mr. Daly seconded, all in favor.

Public Works – 80 Teal Circle Drainage Pipe – Ms. Rogers moved to accept the recommendation of Goody Hill for \$18,975. Mr. Tuttle seconded, all in favor.

Police Department – Generator – Mr. Perrone moved to accept the recommendation of Tri-County Electrical Service for \$42,366. Mr. Daly seconded, 6 in favor (Parks, Tuttle, Horn, Rogers, Daly and Perrone) 1 opposed (Janasek).

New Business

Motion – To Adjourn to closed session for the purpose of discussion of matters pertaining to employees and personnel specifically elated to individual assessment

accounts and matters pertaining to employees and personnel as permitted by the MD Homeowner's Association Act, Section 11B-111 (4)(i & viii). – Doug Parks

At 10:50 am, Ms. Rogers moved to adjourn to Closed Session, Mr. Daly seconded, all in favor.

At 12:32 pm, Mr. Daly moved to adjourn to Open Session, Mr. Tuttle seconded, all in favor.

At 12:33 pm, Mr. Daly moved to adjourn the meeting, Mr. Perrone seconded, all in favor.

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: 4/01/2020

Member Name	Keith & Sarah Bailey	
Ocean Pines Address & Sec./Lot	5 Decatur Ct., 05/0237	
Mailing Address	5 Decatur Ct., Ocean Pines, MD 21811	
Phone #(s)	No phone number on file	
Violation	Shed – No Permit	
Violation Reference	Sec. 200.4.B : Outbuildings & Other Structures	
Timeline	12/31/19	Initial Inspection
	12/31/19	1 st letter sent via regular mail
	1/15/20	Follow-up inspection completed
	1/15/20	2 nd letter sent certified mail : signed by Owner
	2/4/20	Violation remains - Forwarded violation to ARC
	2/4/20	Final Letter from ARC sent certified mail : returned unsigned
	4/1/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	1/15/20	In 2 nd letter to member
ARC Hearing and Results	2/4/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	2/4/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)		
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

12-31-19

05-0237

5 DECATUR CT

SHED NO PERMITS



The shed on your property requires permits from Worcester County and Ocean Pines. You must acquire these permits immediately.

To: Ocean Pines Board of Directors

From: John Viola

Subject: Request for Compliance Action

Date: 4/01/2020

Member Name	Iris Carey	
Ocean Pines Address & Sec./Lot	8 Willow Way ; 10/0286	
Mailing Address	8 Willow Way, Ocean Pines, MD 21811	
Phone #(s)	410-208-9280	
Violation	Unregistered Vehicle	
Violation Reference	Section 1100.1 : Vehicle Storage	
Timeline	1/8/20	Initial Inspection
	1/8/20	1 st letter sent via regular mail
	1/23/20	Follow-up inspection completed
	1/23/20	2 nd letter sent certified mail : returned unsigned
	2/6/20	Unregistered vehicle remains : forwarded violation to ARC
	2/6/20	Final Letter from ARC sent certified mail : returned unsigned
	4/1/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	1/23/20	In 2 nd letter to member
ARC Hearing and Results	2/6/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	2/6/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)		
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

01-08-20

10-0285

8 WILLOW WAY

JUNK VEHICLE



No partially wrecked motor vehicle shall be permitted to be parked on any street or lot in Ocean Pines. It must be removed immediately.

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: 4/01/2020

Member Name	Gary Pisner	
Ocean Pines Address & Sec./Lot	115 Nottingham Lane : 10/0190	
Mailing Address	6451 Springhouse Circle, Clifton, VA 20124	
Phone #(s)	No phone number on file	
Violation	Debris/Maintenance	
Violation Reference	Section 8.1. Declarations of Restrictions for Sec. 10	
Timeline	10/4/19	Initial Inspection
	10/4/19	1 st letter sent via regular mail
	11/4/19	Follow-up inspection completed
	11/4/19	2 nd letter sent certified mail : returned unsigned
	2/6/20	Violation remains; forwarded violation to ARC
	2/6/20	Final Letter from ARC sent certified mail to updated address : returned unsigned
	4/1/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	11/4/19	In 2 nd letter to member
ARC Hearing and Results	2/6/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	2/6/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)		
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

10-04-19

10-0190

115 NOTTINGHAM LN

MAINTENANCE



Buildings and lots in Ocean Pines must be maintained to prevent them from becoming unsightly. The debris must be removed from the roof and gutters immediately.

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: 4/01/2020

Member Name	Sigalit Omer	
Ocean Pines Address & Sec./Lot	15 Rockside Rd., 08/0038	
Mailing Address	11732 Maid at Arms Lane, Berlin, MD 21811	
Phone #(s)	410-208-6890	
Violation	Unregistered Vehicle	
Violation Reference	Section 1100.1 : Vehicle Storage	
Timeline	1/13/20	Initial Inspection
	1/13/20	1 st letter sent via regular mail
	1/28/20	Follow-up inspection completed
	1/28/20	2 nd letter sent certified mail : Signed for by Owner
	2/18/20	Vehicle remains : forwarded violation to ARC
	2/18/20	Final Letter from ARC sent certified mail : returned unsigned
	4/1/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	1/28/20	In 2 nd letter to member
ARC Hearing and Results	2/18/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	2/18/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)		
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

01-13-20

08-0038

15 ROCKSIDE RD

UNREGISTERED VEHICLE



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

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: 4/01/2020

Member Name	Michael & Shannon Flynn	
Ocean Pines Address & Sec./Lot	37 Teal Circle : 04/0469	
Mailing Address	1500 Parklawn Dr., #515, Charleston, SC 29414	
Phone #(s)	410-208-0733 (Number on file)	
Violation	Unregistered Vehicle	
Violation Reference	Section 1100.1 : Unregistered Vehicle	
Timeline	11/13/19	Initial Inspection
	11/13/19	1 st letter sent via regular mail
	12/2/19	Follow-up inspection completed
	12/2/19	2 nd letter sent certified mail : returned unsigned
	1/21/20	Violation remains - Forwarded violation to ARC
	1/21/20	Final Letter from ARC sent certified mail to updated address (extended out by ARC) : returned unsigned
	2/4/20	2 nd Final Letter from ARC sent : returned unsigned
	4/1/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	12/2/19	In 2 nd letter to member
ARC Hearing and Results	2/4/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	2/4/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)		
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

11-13-19

04-0469

37 TEAL CIR

UNREGISTERED VEHICLE/ DEBRIS



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

Buildings and lots in Ocean Pines must be maintained to prevent them from becoming unsightly. The ladders and debris must be cleaned up and removed immediately.

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: 4/01/2020

Member Name	Mitchell Haskell	
Ocean Pines Address & Sec./Lot	56 Beaconhill Rd., 03/0124	
Mailing Address	56 Beaconhill Rd., Ocean Pines, MD 21811	
Phone #(s)	No phone number on file	
Violation	Unregistered Vehicle	
Violation Reference	Section 1100.1 : Vehicle Storage	
Timeline	1/8/20	Initial Inspection
	1/8/20	1 st letter sent via regular mail
	1/23/20	Follow-up inspection completed
	1/23/20	2 nd letter sent certified mail : returned unsigned
	2/4/20	Violation remains : Forwarded violation to ARC**
	2/4/20	Final Letter from ARC sent certified mail : returned unsigned
	4/1/20	Addressed at BOD Meeting
Member Contacted (Yes/No)	In 2 nd letter sent	
Member Notification of ARC Meeting	1/23/20	In 2 nd letter to member
ARC Hearing and Results	2/4/20	Addressed at the ARC Meeting; final letter sent
Notification to Member of BOD Meeting	2/4/20	In final letter to member
Matters of Extenuation/Mitigation (history of violations, assessments not paid, foreclosure action, etc.)		
Recommendation of Management as to Board Action	Send to OPA attorney for action	
Board Decision		

01-08-20

03-0124

56 BEACONHILL RD

UNREGISTERED VEHICLE



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



**OCEAN PINES ASSOCIATION, INC.
MOTION TO ADJOURN TO
CLOSED SESSION**

At a meeting of the Board of Directors of Ocean Pines Association, Inc., held on this 1st day of April, 2020, at 7 p.m. in the Microsoft Teams virtual space the Board voted to adjourn to closed session for the purpose of discussion of matters pertaining to employees and personnel specifically pertaining to the GM's performance review and employee performance concerns, as permitted by the MD Homeowner's Association Act, Section 11B-111(4)(i).

Motion made by Colette Horn : Motion seconded by: _____

Discussion:

VOTE TO CLOSE SESSION for the above purpose only:

Director	In Favor	Opposed
Doug Parks		
Steve Tuttle		
Colette Horn		
Frank Daly		
Tom Janasek		
Larry Perrone		
Camilla Rogers		

As allowed by the Maryland Homeowner's Association Act, Section 11B-111(4 & 5).

- (4) A meeting of the board of directors or other governing body of the homeowners association or a committee of the homeowners association may be held in closed session only for the following purposes:
- (i) Discussion of matters pertaining to employees and personnel;
 - (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business;
 - (iii) Consultation with legal counsel on legal matters;
 - (iv) Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
 - (v) Investigative proceedings concerning possible or actual criminal misconduct;
 - (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowner's association;
 - (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure;
 - (viii) Discussion of individual owner assessment accounts; and
- (5) If a meeting is held in closed session under paragraph (4) of this section:
- (i) An action may not be taken and a matter may not be discussed if it is not permitted by paragraph (4) of this section; and
 - (ii) A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the board of directors or the committee of the homeowners association.

Colette C. Horn
Secretary, Ocean Pines Association, Inc.

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Gerald Horn

2. Address: 35 Sundial Circle, Ocean Pines, MD 21811

3. Email: geraldstrash@gmail.com

4. Telephone: 443-791-7723 Property Owner for 11 (years)

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

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

Impending Term: 1st (2nd) 3rd ~ Term will expire: ~~12/19/2019~~ 12/9/21

6. Why do you want to be on this Committee? Continue, with other Clubs members, to support and when appropriate to facilitate the functioning of the various OP clubs.

7. What knowledge/input can you offer to this Committee? Many years experience on various private and public committees. I am a consumer of services at some OP clubs

Gerald Strash 3/19/2020
Signature Date

1st Endorsement from Committee Chairperson:
Comment: _____
Nancy W. Miller 3/19/2020
Signature Date

2nd Endorsement from Board Liaison to Committee:
Comment: _____

Signature Date

Board Action: _____ Date: _____

President's Signature Date