



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

Wednesday, September 15, 2021
7 PM, Assateague Room, Community Center

Call to Order – Larry Perrone, President

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes

July 18, 2021 – Special Meeting

July 27, 2021 – Special Meeting

July 30, 2021 – Closed Meeting

August 9, 2021 – Special Meeting

President's Remarks – Larry Perrone, President

Announcement of Email Votes/Motions – Camilla Rogers

GM Report – John Viola

Treasurer's Report- Doug Parks

Public Comments

Purchase Requests – (Will be distributed on Monday, Sept. 13)

Public Works – T-docks

Public Works – T-docks Installation

CPI Violations-

38 Crest Haven Dr. – roof maintenance

Unfinished Business –

Second Reading – Resolution C-04 – Camilla Rogers

Second Reading – Resolution C-06 – Colette Horn

Discussion – Effluent Water – Frank Daly

Discussion – Property Owner Survey – Colette Horn

New Business –

Motion – Triple Crown Estates Street Names – Larry Perrone

First Reading – Resolution C-03 – Doug Parks

First Reading – Resolution F-02 – Doug Parks

First Reading – Resolution F-03 – Doug Parks

Appointments –

Donna McElroy – 2nd Term – Marine

Sue Challis – 1st Term – Marine

John Dilworth – Chair - ARC

Patti Stevens – Chair – R&P

Adjournment



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL MEETING
2:00 pm, Sunday, July 18, 2021
OPA BOARD ROOM

PRESENT: Larry Perrone, Doug Parks, Colette Horn, Camila Rogers, Frank Brown, and Tom Janasek. Jeremy Tucker, OPA Attorney via conference call.

Call to Order – Larry Perrone called the meeting to order at 2:00 pm with the Pledge of Allegiance.

Approval of Agenda

President's Remarks – Larry Perrone – Mr. Perrone had no comments.

Public Comments

Doug Parks
Larry Perrone
Tom Janasek
Camila Rogers

Motion to adjourn to Closed Session

Adjournment to closed session for the purpose of discussion and consultation with legal counsel on legal matters as permitted by the MD Homeowner's Association Act, Section 11B-111(4)(iii). – Larry Perrone – Mr. Daly seconded, after a lengthy discussion, all opposed.

At 2:48 pm, Ms. Rogers moved to adjourn, Ms. Horn seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL MEETING
TUESDAY JULY 27, 2021. 3:30 pm
COUNTRY CLUB

PRESENT: Larry Perrone, Doug Parks, Colette Horn, Camila Rogers, Frank Brown, and Tom Janasek. Joe Moore and Chris Woodley, OPA Attorneys. via conference call.

ALSO PRESENT: John Viola, General Manager, 2 members of the press and approximately 4 Association members.

Call to Order – Larry Perrone called the meeting to order at 3:34 pm with the Pledge of Allegiance.

Approval of Agenda – Ms. Horn moved to accept the agenda, Ms. Rogers seconded, all in favor.

President's Remarks – Larry Perrone – Mr. Perrone announced the purpose of this meeting is to discuss the proposed Declaration of Restrictions for Marvin Steen's Triple Crown development (section 20).

Public Comments

Joe Reynolds – 84 Watertown Rd. – EDU payments

Presentation and Discussion on proposed declaration and restrictions for Steen development – Mr. Moore explained the proposed DR's.

Mr. Perrone suspended Robert's Rules of Order.

After a thorough discussion, Mr. Moore and Mr. Woodley noted the suggested changes, will update the proposed DR's, and submit to the Board for review.

Mr. Perrone reinstated Robert's Rule of Order.

At 4:36 pm, Mr. Parks moved to adjourn, Ms. Horn seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL MEETING
Monday, August 9, 2021. 4:00 pm
COUNTRY CLUB MEETING ROOM

PRESENT: Larry Perrone, Colette Horn, Frank Brown, Tom Janasek, Camilla Rogers and Jeremy Tucker, OPA Attorney. Doug Parks was excused.

ALSO PRESENT: 2 members of the press and approximately 50 Association members.

Call to Order – Larry Perrone called the meeting to order at 4:05 pm with the Pledge of Allegiance.

Approval of Agenda – Ms. Horn moved to accept the agenda, Mr. Daly seconded, all in favor.

President's Remarks – Larry Perrone – Mr. Perrone thanked everyone for coming. This meeting is to decide if we are continuing the election process currently underway. This is a special meeting; all comments must be kept to the topic on the agenda.

Public Comments

Tom Janasek for Doug Parks
Steve Habeger – 5 Hudson Place
Nelson Fenwick – 12 Whaler Lane
George Rooker – 65 Clubhouse Drive
Mike Daley – 245 Mumfords Landing Road
Camilla Rogers 0 305 Sunrise Court
John Neary – 731 Ocean Parkway
Rob Landis – 237 Windjammer Rd.
Josette Wheatley – 36 Carriage Lane
Kathy Toth – 40 Watergreen Lane
Tom Schwartz – 198 Ocean Parkway
Walt Lischak – 118 Parkside Circle
Monica Rakowski – 34 Cannon Drive
Paula Marple – 18 Poplar Trail
Cheryl Jacobs – 122 Carrollton Lane
Tom Birely – 6 Oceans End
Craig Binetti – 28 Stacy Court
Amy Peck – 109 Whitehorse Drive
Chris Carper – 7 Abbyshire Road
Mark Thomas – 1132 Ocean Parkway
Carol Frazier – 64 Bramblewood Drive
Carroll Chaney – 204 Windjammer Rd.

Motion - Move that the Board of Directors rescinds the motion that was passed at the closed session meeting on July 30, 2021, regarding actions taken on the election and candidate eligibility. – Doug Parks, read by Tom Janasek, Ms. Rogers seconded, motion failed, 2 in favor (Janasek and Rogers) 3 opposed (Perrone, Horn and Brown), 1 abstain (Daly).

Motion - Move that the Board of Directors issue new ballots with only the eligible candidates and allow the election voting to be restarted with the ballot deadline date of 60 days from the annual meeting. Given the annual meeting is scheduled for August 14th, the deadline date to receive ballots will be October 9th. – Doug Parks – This motion was not recognized since the first motion was not approved by the Board.

At 5:06 pm, Mr. Daly moved to adjourn, Ms. Horn seconded, all in favor.

Respectfully submitted:
Camilla Rogers, Secretary



OCEAN PINES ASSOCIATION, INC.

PROPOSED MOTION

DATE: Aug 4, 2021

TOPIC: Motion to vote electronically

FOR INCLUSION IN MEETING HELD ON: E-mail vote

SUBMITTED BY: Larry Perrone **SECOND BY:** Collette Horn _____

MOTION I move we vote by email on the proposed Declaration and Restrictions submitted to the Board regarding Triple Crown Properties.

PURPOSE AND EFFECT: The DR's we're the subject of a Special Board Meeting where comments and corrections were addressed. This motion allows a email vote on the subject DR's.

BACKGROUND: Three Directors are currently out of State but have access to email to vote.

DISCUSSION: Triple Crown Properties is waiting for approval of these DR's to begin selling lots.

MOTION OUTCOME: PASSED: X FAILED: _____

DIRECTORS IN FAVOR:	DIRECTORS OPPOSED:	DIRECTORS ABSTAINED:
Perrone		
Horn		
Brown		
Rogers		
Janasek		
Parks		
Daly		



OCEAN PINES ASSOCIATION, INC. PROPOSED MOTION

DATE: Aug 4, 2021

TOPIC: Motion to approved Declarations and Restrictions for the Triple Crown Properties development.

FOR INCLUSION IN MEETING HELD ON: Sept. 2021

SUBMITTED BY: Larry Perrone **SECOND BY:** Collette Horn_____

MOTION I move we vote to approve the proposed Declaration and Restrictions submitted to the Board regarding Triple Crown Properties.

PURPOSE AND EFFECT: The DR's we're the subject of a Special Board Meeting where comments and corrections were addressed. The requested changes have been made and approved by counsel representing OPA and Triple Crown Properties.

BACKGROUND: Triple Crown Properties is developing land adjacent to Ocean Pines and based on a prior agreement the development will be turned over to Ocean Pines once the properties have been sold. In order to start sales of the properties, the Declarations and Restriction must be approved by the OPA Board.

DISCUSSION: Triple Crown Properties is waiting for approval of these DR's to begin selling lots.

MOTION OUTCOME: PASSED: X FAILED: _____

DIRECTORS IN FAVOR:	DIRECTORS OPPOSED:	DIRECTORS ABSTAINED:
Perrone		
Daly		
Janasek		
Parks		
Horn		
Brown		
Rogers		

To: Ocean Pines Board of Directors
 From: John Viola
 Subject: Request for Compliance Action
 Date: September 15, 2021

Responsible Party	Flaleah Cotter
Ocean Pines Address & Sec./Lot	38 Crest Haven Drive, 09/0656
Mailing Address	1249 Mary Helen Drive, Nashville, TN 37227
Responsible Party Phone #(s)	410-213-1320
Violation	Roof Maintenance
Violation Reference	Section 8.A.I. of the Declaration of Restrictions
Violation Reported	4/7/2021
Violation Confirmed	4/7/2021
Letter sent to Responsible Party detailing violation and advising them of ARC Meeting	4/7/2021
ARC Hearing and Results	5/4/2021; final letter then forward to General Manager
Follow Up Inspection	5/25/2021
CPI Notification to GM and ARC of Responsible Party not in compliance	5/28/2021
To Counsel for Court Order	6/8/2021
GM notification to Board, ARC & CPI	9/15/2021
GM Continuing Violation Recommendation to Board	Per Section 14 of the Declaration of Restrictions, repair the exterior and have cost of service added to assessments
Board Decision	

09-0656
38 CREST HAVEN DRIVE



LAW OFFICES
WILLIAMS, MOORE, SHOCKLEY & HARRISON, L.L.P.
3509 COASTAL HIGHWAY
OCEAN CITY, MARYLAND 21842

JOSEPH E. MOORE
RAYMOND C. SHOCKLEY
REGAN J.R. SMITH
CHRISTOPHER T. WOODLEY
CHRIS S. MASON

(410) 289-3553
TELEFAX (410) 289-4157

MARCUS J. WILLIAMS (1923-1995)
EDWARD H. HAMMOND, JR. (1942-2011)

OF COUNSEL
JOSEPH G. HARRISON, JR.

PETER S. BUAS
MORGAN A. FISHER (ALSO ADMITTED IN VA & DC)

August 2, 2021

Mrs. Flaleah L. Cotter
1249 Mary Helen Drive
Nashville, TN 37227

Mrs. Flaleah L. Cotter
c/o Ms. Kim Cotter
38 Crest Haven Drive
Ocean Pines, MD 21811-1903

Re: CPI Violation: Lot No. 656, Section 9
Property location: 38 Crest Haven Drive, Ocean Pines

Dear Ms. Cotter:

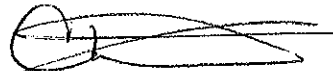
This office represents Ocean Pines Association, Inc. ("OPA"). It is my understanding that the Compliance, Permits and Inspections Department of OPA ("C.P.I. Department") has placed you on notice that the above-referenced property is not in compliance with the ARC Guidelines and requested that you bring the property into compliance. Notwithstanding the violation notice, you have failed to bring this property into compliance.

Please be advised that the Board of Directors has voted to take action to see that the matter is resolved. This letter serves to advise you that, as of the date of this letter, you have ten (10) days to correct the following violations at your property located at 38 Crest Haven Drive:

Roof Maintenance: Lots and building shall at all times be maintained as to prevent them becoming unsightly. The debris and moss/mold on the roof of the home need to be removed from the roof.

Should you fail to correct the violations noted above as requested, OPA will either file suit and seek injunctive relief that orders you to correct the violations or it will consider exercising its authority to enter on to the property and correct the violations and pass the cost thereof on to you. Thank you for your attention to this matter.

Very truly yours,



Christopher T. Woodley

cc: Ocean Pines Association



OCEAN PINES ASSOCIATION, INC.

First Reading

DATE: September 15, 2021

TOPIC: Second reading of Resolution C-04

FOR INCLUSION IN MEETING HELD ON: June 16, 2021

SUBMITTED BY: Camilla Rogers

TOPIC: Second Reading Resolution C-04

PURPOSE: To keep the content of the bylaws and the requirements of the Bylaws Committee to update the governing documents with needs and expectations of the organization

CONCISE STATEMENT: Per governing documents proposed changes to Resolution C-04 are being submitted for second reading and included on the agenda for the September 15 Board meeting.

BACKGROUND: The By-laws and Resolutions Advisory Committee completed a routine scheduled review of resolution C-04 By-laws and Resolutions Advisory Committee. This resolution outlines the duties and responsibilities of the committee. At the June 4, 2021 committee meeting it was unanimously agreed, by the quorum present, that the resolution be revised as indicated in the attached redline draft. The proposed revision recognizes the committee responsibility to assure the resolution revision provisions of resolution B-01 are followed.

RESOLUTION C-04

BY-LAWS AND RESOLUTIONS ADVISORY COMMITTEE

1. **Purpose.** The purpose of the By-laws and Resolutions Advisory Committee is to advise the Board of Directors in reviewing and maintaining the principal documents necessary for the governance of the Association.
2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding committees of the Association.
3. **Functions.** In fulfilling its purpose, the Committee performs functions which include, but are not limited to, the following:
 - a. assisting the Board of Directors in the preparation or revision of the Charter, By-laws, Resolutions, or other documents necessary for the governance and direction of the Association; *and, compliance with the "Resolution Amendment Procedures" that are an attachment to Resolution B-01;*
 - b. ensuring consistency with other existing Association documents and previously adopted Resolutions, and recommending a review by the Association's attorney if deemed necessary; and
 - c. performing other tasks as requested by the Board of Directors.
4. **Membership.** The Committee should consist of not less than three (3) or more than five (5) members.
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: _____

RESOLUTION C-06

COMMUNICATIONS ADVISORY COMMITTEE

1. **Purpose.** The purpose of the Communications Advisory Committee is to advise the Board of Directors in facilitating the exchange of information about all areas of Association activities, with and between the membership.

2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging 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 purpose, the Committee performs functions which include, but are not limited to, the following:

a. identifying general and specific information needs of the Ocean Pines Association membership to make recommendations for the most efficient dissemination of information on Association platforms including, but not limited to, signage, the website, newsletters, emails, text messages, social media, and meetings and news releases, regarding activities, events, Board and Advisory Committee initiatives, and other news of interest within Ocean Pines and the larger community;

b. providing advice on information collection activities, including membership programs that may require "Town Hall" type meetings, as well as gathering, preserving and displaying historical information;

c. developing committee needs for the annual budget preparation;

d. fostering community spirit to promote a positive community experience and to encourage volunteerism, which may include events or activities supported by the Ocean Pines Association; and

e. performing other functions as requested by the Board of Directors.

4. **Membership.** The Committee should consist of not less than seven (7) members. The Chairperson should ensure there is a point-person for each medium and the other Advisory Committees.

5. **Reports.** Submit annual report by October 31 of each year in the format specified in Resolution C-06.

6. **Effective Date:** September 15, 2021

Adopted by the Board of Directors on September 15, 2021

_____ President Attest _____ Secretary

Review History:

General Manager _____

Date: _____

Legal _____

Date: _____

By-laws and Resolutions Advisory Committee _____

Date: _____



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

DATE: September 3, 2021

TOPIC: County Proposal for Effluent Water

FOR INCLUSION IN MEETING HELD ON: September 15, 2021

SUBMITTED BY: Frank Daly

TOPIC: County Effluent Water Proposal

CONCISE STATEMENT: Worcester County has proposed using effluent water from the Ocean Pines Treatment Facility to irrigate the Ocean Pines Golf Course.

BACKGROUND: Worcester County has been working with the GM and his staff on a proposal to use effluent water for irrigating the Ocean Pines Golf Course. The purpose of this discussion is to discuss the benefits and drawbacks of this proposal in preparation for a Board vote on this matter.



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

DATE: September 9, 2021

TOPIC: Homeowner Survey Cost and Communication Plan

FOR INCLUSION IN MEETING HELD ON: September 15, 2021

SUBMITTED BY: Colette Horn

TOPIC: Information for the board on the communication plan and associated costs for the homeowner's survey to support development of recommendations for a strategic plan.

CONCISE STATEMENT: The Strategic Planning Advisory Committee was charged by the board to gather information necessary for them to make recommendations regarding the development of a strategic plan for OPA. The committee has prepared a property owner survey for distribution in service of this effort. The Chair of the committee will present a brief synopsis of the distribution plan and the projected costs associated with that effort in the hopes that the board will approve distribution of the survey in October 2021.

BACKGROUND: The board received for their review the proposed property owner survey prior to our meeting on July 21, 2021. Based on the feedback from that meeting discussion and the board's review of the draft survey, the committee has finalized the survey for distribution to property owners. It has been field tested using all of the proposed communication methods, and final edits are complete. Today's discussion is for the board to receive information about the plan for communicating the survey to property owners and the costs associated with that effort. The attached document contains additional information about the survey process.



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

TO: Ruth Ann Meyer, Supervisor
Assessment and Membership, Ocean Pines Association
FROM: Kelly L. Henry, Technical Services Division Manager
DATE: August 16, 2021
SUBJECT: Triple Crown Estates – Phase 2 – Proposed Road Names

I am in receipt of an email dated today from Cathy Zirkle, DRP Specialist II; regarding the proposed road names for “Triple Crown Estates” – Phase 2. Marvin Steen, developer; is requesting to name the two (2) additional roads in this phase: Belmont Court and Seattle Slew Lane.

The County reserves the use of the road type “lane” to private lanes and approved private roads. Therefore, I would recommend the use of another road type: road, way, avenue, boulevard, street, drive, trail, run etc. for Seattle Slew Lane.

I have compared Belmont Court and Seattle Slew Lane to existing road names with the County’s GIS road centerline data base, County Road Inventory List and Ocean Pines Road Inventory List. There does not exist a duplication of either road name. The only name similar to Belmont Court is Beaumont Court in Section 15B – Whitetail Sanctuary of Ocean Pines. I do not know if Ocean Pines Association will think that this name is too similar and will cause confusion with emergency response. A change in the street type may help matters, such as Belmont Place or Belmont Track.

I have asked Ms. Zirkle to provide me with a “to scale” copy of the final plat for Triple Crown Estates – Phase 2 once approved by the Planning Commission so I can provide you with a recommendation on addressing. As always please let me know if I can be of further assistance to you.

Cc:
Cathy Zirkle, DRP Specialist II



OCEAN PINES ASSOCIATION, INC.

First Reading

DATE: September 7, 2021

TOPIC: First Reading – Resolution C-03

FOR INCLUSION IN MEETING HELD ON: September 15, 2021

SUBMITTED BY: Doug Parks

PURPOSE AND EFFECT: A first reading is required for proposed changes to resolutions.

BACKGROUND: The Budget & Finance Advisory Committee is recommending the proposed changes to resolution C-03.

RESOLUTION C-03

BUDGET AND FINANCE ADVISORY COMMITTEE

1. **Purpose.** The Budget and Finance Advisory Committee advises the Board of Directors in the preparation of budgets, both operating and capital; reviews financial performance and updates financial forecasts throughout the year; reviews and provides recommendations regarding the annual audit of the Association's financial statements; and develops programs of asset management and investment policies and procedures.
2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging the duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding committees of the Association.
3. **Functions.** In fulfilling its tasks, the Committee performs functions which include, but are not necessarily limited to, the following:
 - a. reviewing budget proposals as prepared by management and submitting recommendations to the Board;
 - b. reviewing and evaluating all financial statements and submitting recommendations and analysis to the Board;
 - c. advising the Board of Directors on the conduct of the Association's annual audit of financial statements, including meeting with the auditors as necessary and reviewing a draft of the audited financial statements before their finalization;
 - d. recommending changes in financial policies and in accounting or reporting procedures to the Board and General Manager;
 - e. advising the Board on the establishment of such reserve accounts, as required in the By-laws, or as the Committee deems appropriate, and aiding in the preparation of the necessary resolutions for their implementation;
 - f. assisting the Board and the General Manager, on request, in financial planning for major capital repairs and replacement or expansion of facilities;
 - g. conducting presentations on budget proposals, when requested;
 - h. assisting the Board of Directors, on request, in interpreting a proposed annual budget at the public hearing on the budget;
 - i. reviewing at least annually, all agreements entered into by the Association with any agent for the purpose of investing funds of the Association;
 - j. reviewing monthly, all investment accounts of the Association and submitting reports and recommendations to the Board of Directors and Treasurer, as deemed appropriate;

- k. reviewing at least annually, all established investment guidelines and procedures and recommending changes to the Board of Directors as deemed appropriate;
 - l. assisting the Board of Directors and Treasurer in determining the distribution or method of handling income derived from investments;
 - m. receiving periodic reports from the agents managing the Association's investments and reviewing and evaluating the performance of such agents, and meeting with such agents, as deemed appropriate, but at least annually; and
 - n. performing other functions as directed by the Board of Directors.
5. **Membership.** The Committee shall have not less than five (5) or more than nine (9) members.
6. **Reports.** The Chairperson of this Committee shall submit by October 31 of each year the annual report of the status of the Committee in the format specified in Resolution C-01. This is in addition to any report the Chairperson may bring to the attention of the Board of Directors at any time on any matter deemed appropriate.
7. **Effective Date:** October 20, 2018

Adopted by the Board of Directors on October 20, 2018

_____ President Attest: _____ Secretary

Review History:

General Manager: _____ Date: _____

Legal: _____ Date: _____

By-laws and Resolutions Advisory Committee: _____

Date: _____



OCEAN PINES ASSOCIATION, INC.

First Reading

DATE: September 7, 2021

TOPIC: First Reading – Resolution F-02

FOR INCLUSION IN MEETING HELD ON: September 15, 2021

SUBMITTED BY: Doug Parks

PURPOSE AND EFFECT: A first reading is required for proposed changes to resolutions.

BACKGROUND: The Budget & Finance Advisory Committee is recommending the proposed changes to resolution F-02.

RESOLUTION F-02

ANNUAL BUDGET DEVELOPMENT AND MONITORING

1. **Purpose.** This Resolution provides policy and procedures for the development of the Association budget and subsequent monitoring of financial results against the budget.
2. **Authority.** Section 5.14 of the By-laws of the Ocean Pines Association, Inc. requires the Board of Directors to approve a budget prior to the beginning of the fiscal year. Section 9.04 assigns responsibilities to the General Manager for the development of the Budget and the Budget and Finance Advisory Committee for reviewing the budget.
3. **Definitions.**
 - a. **Budget.** A financial plan approved by the Board of Directors that reflects the planned revenues and expenditures for the Association's fiscal year. The budget shall consist of an operating budget and a capital expenditure plan.
 - b. **Fiscal Year.** The fiscal year for the Association is from May 1 to April 30.
 - c. **Budget Variations.** Budget variations are differences between the actual and budgeted amounts of revenues and expenditures. Given that budgets are estimates, variances are expected to be both positive (favorable to the budget) and negative (unfavorable to budget) and to result from a number of factors.
4. **Budgeting Principles.**
 - a. **Basis.** The budget shall be based on Generally Accepted Accounting Principles (GAAP) and shall identify all revenue by the source generating the revenue and expenditures by department and function.
 - b. **Goals.** The budget should reflect the goals established by the Board or by the General Manager with approval of the Board.
 - c. **Multi-Year Financial Plan.** In addition to the annual budget, additional financial plans may be established covering more than one fiscal year in order to plan for capital expenditures and other anticipated expenses.
 - d. **Performance Measurement.** The preparation of a sound financial budget and attainment of budgeted results shall be a key element in the measurement of performance by Association management personnel.
 - e. **Reporting.** Reporting of financial results compared to the budget shall be provided by the General Manager with a revised estimate of each revenue or expense item for the fiscal year, or other period. Variances are to be disclosed for each line item with explanations for all significant budget variations.
 - f. **Limits of Authority.** Any projected significant year-end variation in individual departmental revenues or expenditures of 5% or greater should be brought to the attention of the Board by the General Manager, with specific recommendations for actions to be taken to eliminate or reduce any negative variances, or an explanation as to why such actions are infeasible.

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5. Responsibilities and Tasks.

a. The General Manager:

- (1) prepares and presents a proposed budget to the Board of Directors for review, modification, and approval;
- (2) is responsible for the execution and administration of the approved budget; and
- (3) provides reports and recommendations for modifications from budgeted amounts each month and quarter.

b. The Board of Directors:

- (1) provides budget guidance and goals to the General Manager as the first step in the annual budget development process;
- (2) reviews, modifies if deemed appropriate, and approves proposed budget;
- (3) monitors financial results against budget performance throughout the fiscal year; and
- (4) responds to recommendations of the General Manager and Budget & Finance Advisory Committee as to proposed changes to budgeted amounts and recommendations resulting from budget variations.

c. The Budget & Finance Advisory Committee:

- (1) performs tasks as assigned in Resolution C-03;
- (2) assists the Board of Directors in preparing budget guidance and goals;
- (3) assists the Board of Directors in reviewing the proposed annual budget; and
- (4) reviews financial results against the budget throughout the fiscal year.

6. Budget Development Timetable.

- a. **September of each year:** The Board of Directors meets with the Budget & Finance Advisory Committee and the General Manager to discuss overall budget guidance and goals.
- b. **September through December:** The General Manager prepares the proposed budget.
- c. **Early January:** The General Manager provides the Board of Directors and the Budget and Finance Advisory Committee a summary of major budget items in the proposed budget to alert them of any major budgetary issues of concern.
- d. **During January and February:** The General Manager submits the proposed annual budget to the Board of Directors not less than ninety (90) days prior to the beginning the fiscal year. The proposed budget is reviewed by the Budget and Finance Advisory Committee and the Board of Directors holds a public hearing prior to final approval of the budget by the Board.
- e. **By February 28:** The Board of Directors approves budget.

7. Reporting.

a. **Monthly.** The General Manager shall provide the Board of Directors a monthly written comprehensive financial report which includes monthly and year-to-date performance compared to the budget. The report shall include a summary report; a report for each department; and include capital and reserve accounts. In the General Manager's report to the Board during regular Board meetings, significant variances of 5% within any department for both operations and capital expenditures should be reported. The General Manager should also provide specific recommendations for actions to be taken to eliminate or reduce negative variances, or an explanation of why action is infeasible.

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b. **Quarterly.** The General Manager shall provide a quarterly written and visual report to the Board at a regular Board meeting. These reports should focus on financial performance against budget year-to-date with forecasts for the entire fiscal year. This report shall be accompanied by specific recommendations from the General Manager with reference to all significant current or anticipated variances from the budget.

c. **Annually.** A full and complete statement of the affairs of the Association shall be prepared by a firm of auditors designated by the Board of Directors. The statement shall be submitted to the Board as close to the end of the fiscal year as practical, but at least two weeks prior to the annual meeting of the members which is held on the second Saturday of August each year.

6. 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.

First Reading

DATE: September 7, 2021

TOPIC: First Reading – Resolution F-03

FOR INCLUSION IN MEETING HELD ON: September 15, 2021

SUBMITTED BY: Doug Parks

PURPOSE AND EFFECT: A first reading is required for proposed changes to resolutions.

BACKGROUND: The Budget & Finance Advisory Committee is recommending the proposed changes to resolution F-03.

RESOLUTION F-03
FINANCIAL RESERVE ACCOUNTS

1. **Purpose.** This Resolution provides for the establishment of the various reserve accounts necessary to ensure that the Association provides funding to maintain or replace, as necessary, capital assets and to provide for future capital assets that have been approved in the Association's multi-year plans.

2. **Authority.** The By-laws of the Ocean Pines Association, Inc. authorizes the Board of Directors to establish appropriate reserve accounts.

3. **General Definitions.**

a. **Reserves.** Reserves are those portions of the net equity of the Association appropriated for future use for specific purposes. Not included in reserves are non-appropriated equity and equity invested in fixed assets.

b. **Annual Charge.** The annual charge is the amount levied against individual parcels of real property, condominium units, and other real property.

c. **Replacement Expenditures.** (Excluding bulkheads) Replacement expenditures are purchases of replacement capital items including buildings, articles of furniture, vehicles, and equipment having a useful life of over two years and an acquisition cost of at least \$2,000. Also included are groups of lesser unit cost, but where the number of items results in a substantial total investment of at least \$2,000.

d. **Cyclical Maintenance and Replacement Schedule.** Cyclical maintenance and replacement schedule is a basic inventory of Association owned assets, which sets forth expected future expenditures for key repair and/or replacement, including capitalized labor costs, if any. This schedule should be updated annually. Maintenance expenditures from reserves must be major and non-routine in nature.

4. **Reserve Accounts.** The following Reserve Accounts are hereby established and may be used for the purposes stated.

a. **Capital Assets Replacement Reserve.** ("Replacement Reserve") This reserve is for the required maintenance or replacement of Association capital assets.

b. **Roads Maintenance Reserve.** This reserve is for the maintenance of the Association's road system.

c. **Bulkhead and Waterway Reserve.** ("Bulkhead Reserve") This reserve is for the maintenance of the Association's bulkhead and waterway systems.

d. **New Capital Reserve.** This reserve is for assets with functionality that were never previously owned by OPA.

e. **Drainage.** This reserve is for the maintenance of the Association's drainage.

Deleted: and associated drainage and other road-related maintenance requirements.

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5. Development of Reserve Requirements.

a. **General Manager.** The General Manager shall:

- (1) develop and maintain the Cyclical Maintenance and Replacement Schedule;
- (2) develop projected fiscal year costs for contract services and material plus non-contract services provided by the Association including capitalized labor for replacement of depreciable assets; and
- (3) review all proposals for new recreational amenities, new service facilities, major additions or changes to existing facilities and proposals for the acquisition of property for the development of new facilities.
- (4) For Bulkhead maintenance and replacement, a plan/schedule must be developed separately for OPA owned bulkheads and Privately-Owned bulkheads.

b. **Advisory Committees.** The General Manager may call upon the appropriate advisory committees, as needed, to provide assistance in accomplishing the above responsibilities.

6. Funding the Reserves.

a. **Annual Budget.** The annual budget shall include amounts to fund the estimated requirements of each reserve account. These amounts shall not be less than the annual depreciation cost. Depreciation shall be allocated to each cost center to which it applies.

b. **Government Grants.** The Board of Directors may apply for government grants which may be available to the Association.

c. **Loans.** The Board of Directors may approve loans to be dedicated to a reserve account.

d. **Investment Earnings.** All earnings from the investment of reserve funds shall be credited to the specific reserve account which provided the invested funds. The credited amounts shall be allocated to the reserve accounts from pooled investments earnings based on the respective participation of each reserve fund in the investment pool.

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: _____ Date: _____

OCEAN PINES ASSOCIATION

ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Donna B. McCray

2. Address: 6 White Sail Circle

3. Email: donnamcelroy_donna@gmail.com

4. Telephone: (410) 371-2874 Property Owner for 21 (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 checked="" type="checkbox"/> Marine Activities	Re-Appointment	<input checked="" 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: Just term expired 07/27/2021

6. Why do you want to be on this Committee? I have enjoyed serving the last 3 years and we have unfinished projects that I have an investment in completing

7. What knowledge/input can you offer to this Committee? 3 yrs on the MAAC served as secretary 2 1/2 yrs; boating experience; knowledge of chapter laws and regulations.

Signature: Donna B. McCray Date: 07/29/2021

1st Endorsement from Committee Chairperson:
 Comment: always a contributor
 Signature: [Signature] Date: 7/29/2021

2nd Endorsement from Board Liaison to Committee:
 Comment: _____
 Signature: [Signature] Date: 8/2/21

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

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Sue A Challis
 2. Address: 3 Carriage Lane, Ocean Pines 21811
 3. Email: suechallis68@gmail.com
 4. Telephone: 410-207-3418 Property Owner for 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"/> Communications | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Elections | Re-Appointment | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Environment & Natural Assets | Re-Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> Golf | Re-Appointment | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Marine Activities (1st choice) | 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: 9/15/24

6. Why do you want to be on this Committee? As a waterfront property owner and an advocate for better water quality and safety, I want to advocate for and improve our community + surrounding areas

7. What knowledge/input can you offer to this Committee? long-time Sierra Club member; oyster restoration work in my former community in AA County - boater for more than 30 yrs - willingness to work w/others

Signature Sue A. Challis Date 5/25/2021

1st Endorsement from Committee Chairperson:

Comment: _____
 Signature [Signature] Date 7/30/2021

2nd Endorsement from Board Liaison to Committee:

Comment: _____
 Signature [Signature] Date 7/30/21

Board Action: _____ Date: _____

President's Signature _____ Date _____