



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
AGENDA
Wednesday, September 9, 2020
7 PM, Assateague Room, Community Center

Call to Order – Larry Perrone, President

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes

June 23, 2020 – Special Meeting
July 1, 2020 – Regular Meeting
July 10, 2020 – Special Meeting
August 12, 2020 – Special Meeting
August 12, 2020 – Organization Meeting
August 17, 2020 – Special Meeting
August 17, 2020 - Closed Meeting

President's Remarks – Larry Perrone, President

Ocean Pines Chamber of Commerce – Kerrie Bunting

Bainbridge Project Presentation – Colby Phillips & John Viola

GM Report – John Viola

Treasurer's Report- Doug Parks

Public Comments

Capital Purchases Requests –
R&P Dept. – Cleaning Services

CPI Violations- None

Unfinished Business –
Second Reading – Resolution C-01 – Colette Horn

New Business –
First Reading – Resolution C-05 – Tom Janasek
Discussion – Succession Planning Update – Frank Daly

Appointments –
Rebecca Colt-Ferguson – 1st Term – Strategic Planning
Rob Keesling – 1st Term – Strategic Planning
Jennifer Cropper-Rines – 1st Term – Strategic Planning
Ann Shockley – 3rd Term - ARC

Adjourn to Closed Session for the purpose of discussing matters related to board policy and the relevance to actions of board members as permitted by the MD Homeowner's Association Act, Section 11B-111(4) (ii) and (vii). – Doug Parks



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' SPECIAL MEETING
Tuesday, June 23, 2020
6:00 PM, Microsoft Team Virtual Meeting

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

ALSO PRESENT: John Viola, General Manager and approximately 9 members.

Call to Order – Doug Parks called the meeting to order at 6:02 pm with the Pledge of Allegiance.

Approval of Agenda

Ms. Horn moved to approve the Agenda; Mr. Tuttle seconded, all in favor.

President's Remarks – Doug Parks – None

Public Comments –

Bill Fenn – 93 Abbyshire

New Business

Discussion - 91 Abbyshire Road Complaints

At 6:52 pm, Mr. Tuttle moved to adjourn the meeting, Mr. Daly seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
Wednesday, July 1, 2020
7 PM, Clubhouse, OP Golf Course

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

ALSO PRESENT: John Viola, General Manager, 3 member of the press and 2 Association members.

Call to Order – Doug Parks called the meeting to order at 7:00 pm with the Pledge of Allegiance.

Approval of Agenda

Mr. Parks asked for a Motion to amend the Agenda, Mr. Daly so moved, Mr. Tuttle seconded. Mr. Daly added under New Business, a Motion to Requesting Text Amendments to Regulate Short Term Rentals within the Ocean Pines Community, all in favor.

Approval of Minutes

June 3, 2020 – Regular Meeting – Mr. Daly moved to accept, Ms. Horn seconded, 5 in favor (Parks, Horn, Perrone, Daly and Janasek) 1 abstain (Tuttle).

President's Remarks – Doug Parks – Mr. Parks reminded everyone that Covid is not over yet, he urged all to continue to take precautions to protect the community. He stated in response to the KKK literature found in the community, the Board does not condone this communication of hate; announced there will be no fireworks on July 4th, we do expect neighborhood fireworks but asks if you do set them off, please be considerate of your neighbors. The Board has formed a new work group to coordinate with the County on a cell tower. The Annual meeting on August 8th will be held at the Veteran's Memorial so that we are in compliance with CDC guidelines.

GM Report- John Viola (see attached)

Treasurer's Report- Larry Perrone (see attached)

Public Comments

None

Capital Purchases Requests- None

CPI Violations- None

Unfinished Business – None

New Business –

Motion to approve submission of application for a text amendment to the Worcester County Zoning and Subdivision Control Article – Colette Horn – Mr. Perrone seconded, all in favor.

Motion to direct legal counsel to develop the wording necessary to amend the Declarations of Restrictions in all sections to ban rentals of less than one week and once established to place that question before all homeowners in a Referendum vote. – Frank Daly – Mr. Janasek seconded, all opposed.

Motion to direct legal counsel to develop the wording necessary to place that the following question before all homeowners in a Referendum vote. "Should the Board of Directors Request the County Commissioners to enact a series of text amendments to regulate short term rentals within Ocean Pines." – Frank Daly – Mr. Perrone seconded; Mr. Daly withdrew this motion after discussion.

Appointments –

Margaret McGovern – 2nd Term – ARC

Dick Keiling – 2nd Term – Budget & Finance

The above nominations were approved unanimously.

At 8:06 pm, Mr. Daly moved to adjourn, Mr. Tuttle seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' SPECIAL MEETING
Friday, July 10, 2020
1:00 PM, Microsoft Team Virtual Meeting

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

ALSO PRESENT: John Viola, General Manager.

Call to Order – Doug Parks called the meeting to order at 1:00 pm with the Pledge of Allegiance.

Approval of Agenda

Mr. Parks moved to amend the Agenda; Mr. Perrone seconded; Mr. Parks added a Capital Purchase before New Business. Mr. Tuttle moved to accept the amended Agenda, Ms. Horn seconded, all in favor.

President's Remarks – Doug Parks – Mr. Parks thanked his colleagues for coming together on short notice for this meeting.

Public Comments - None

Capital Purchase –

OP Police Dept. – Access Control System - Mr. Parks moved to authorize the purchase of the system from ARK for the amount of \$23,576. Mr. Perrone seconded, 6 in favor (Parks, Horn, Tuttle, Rogers, Perrone and Daly) 1 abstain (Janasek).

New Business

Motion: Move to approve the request from the County to install underground sewer pipe on OPA property at a location not within the easement. – Doug Parks – Mr. Daly seconded, all in favor.

At 1:07 pm, Mr. Daly moved to adjourn the meeting, Ms. Horn seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



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

Wednesday, August 12, 2020
2:00 PM, Ocean Pines Golf Clubhouse

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

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

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

Approval of Agenda

Mr. Daly moved to accept the Agenda, Mr. Perrone seconded, all in favor.

President's Remarks – Doug Parks – Mr. Parks made no remarks.

Public Comments - None

Presentation – Sam Wilkinson Volunteer Award - Debbie Donahue, Director of Parks & Recreation, presented the Sam Wilkinson Volunteer of the Year Award to Eric Benson.

Validation of Election Results – Carol Ludwig announced the election results. The Board accepted the announcement of new Board members.

At 2:06 pm, Ms. Rogers moved to adjourn the meeting, Mr. Daly seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' ORGANIZATION MEETING
AGENDA
Wednesday, August 12, 2020
2:15 PM, Ocean Pines Golf Clubhouse

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

ALSO PRESENT: General Manager, John Viola; 2 members of the press; 2 Association Members

President Doug Parks opened the meeting at 2:06 pm with the Pledge of Allegiance.

APPROVAL OF AGENDA

The Agenda was approved unanimously.

ELECTION OF OFFICERS

President- Tom Janasek nominated Steve Tuttle, who accepted the nomination. Colette Horn nominated Larry Perrone, who accepted the nomination. Larry Perrone was elected as President with a 4-3 vote in favor.

Vice-President – Camila Rogers nominated Colette Horn, who accepted the nomination. Tom Janasek nominated Steve Tuttle, who declined the nomination. There being no further valid nominations, and by acclimation Colette Horn was elected Vice President.

Secretary – Colette Horn nominated Camila Rogers, who accepted the nomination. There being no further valid nominations, and by acclimation Camila Rogers was elected Secretary.

Treasurer – Colette Horn nominated Doug Parks, who accepted the nomination. There being no further valid nominations, and by acclimation Doug Parks was elected Treasurer.

APPOINTMENTS

Assistant Secretary – Michelle Bennett, all in favor.

Assistant Treasurer – Steve Phillips, all in favor.

Legal – Lerch, Early and Brewer, Chtd. was appointed, however, all agreed to direct the General Manager to explore/solicit alternate/additional counsel.

Auditors – All agreed to direct the General Manager to put out an RFP to solicit bids for Auditing Services.

Parliamentarian – Lerch, Early & Brewer, Chtd. was appointed, however, the Board agreed to solicit a volunteer from the OPA membership.

PUBLIC COMMENTS

None

NEW BUSINESS:

Establish Regular Board Meeting Schedule for 2020-21

Wednesday, September 9th - 7pm

Saturday, October 17th - 9am

Wednesday, November 18th - 7pm

Saturday, December 19th - 9am

Wednesday, January 20th - 7pm

Saturday, February 20th - 9am

Saturday, March 20th - 9am

Wednesday, April 21st - 7pm

Saturday, May 15th - 9am

Wednesday, June 16th - 7pm.

Wednesday, July 21st - 7pm

Saturday, August 7th - Annual Mtg

Establish schedule for Town Hall Meetings for 2019-20 – deferred

At approximately 2:25 pm, Mr. Parks moved to adjourn, Mr. Daly seconded, all in favor.



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS SPECIAL MEETING
Monday August 17, 2020
1:00 PM, Ocean Pines Community Center East Room

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

ALSO PRESENT: John Viola, General Manager, 2 members of the press and 2 Association members. Chief Ehrisman and Attorney, Jeremy Tucker.

Call to Order – Larry Perrone called the meeting to order at 1:00 pm with the Pledge of Allegiance.

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

President's Remarks – Larry Perrone – Mr. Perrone made no remarks.

Public Comments - None

Motion – To Adjourn to closed session for the purpose of discussion of matters pertaining to employees and personnel specifically related to matters pertaining to employees and personnel as permitted by the MD Homeowner's Association Act, Section 11B-111(4)(i). – Steve Tuttle, Mr. Janasek seconded, all in favor.

At 1:19 pm the Board adjourned to Closed Session.

At 2:59 pm, Mr. Tuttle moved to adjourn to Open Session, Mr. Daly seconded, all in favor.

Respectfully submitted:
Camila Rogers, Secretary



**OCEAN PINES ASSOCIATION, INC.
BID REQUEST FORM**

DEPARTMENT Recreation Dept. DATE 8/31/20
 ITEM DESCRIPTION Cleaning Services
 FOR REPLACEMENT OF (if applicable) _____
 RESERVE STUDY - PAGE # _____ LINE# _____ BUDGET AMOUNT \$ \$30,000

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
Sands of Time Cleaning	\$32,000/ annually	\$2,000/ annually	Staff recommends this company as they already clean some of our facilities.
Servicemaster Superior Services			Declined to bid
Servpro of the Lower Shore			Declined to bid
Merry Maids			Declined bid per phone call with Michelle

<u><i>Donahue</i></u> DEPT. HEAD	<u>9/3/2020</u> DATE	<u>APPROVAL</u> <u><i>J. W. [Signature]</i></u> GENERAL MANAGER	<u>9/3/20</u> DATE
_____ ACCOUNTING	_____ DATE	_____ BOARD	_____ DATE

*Please limit 1 item per sheet



Sands of Time Cleaning Services
10903 Player Lane
Berlin, Maryland 21811
440-785-1188

The Ocean Pines Administration Complex
239 Ocean Parkway
Ocean Pines, Maryland 21811

Attention: Ms. Michelle Bennett – Executive Administrative Assistant

September 4th, 2020
Dear Ms. Bennett,

Thank you for the opportunity to submit the attached proposal for the cleaning and sanitation of the Ocean Pines Administration Complex which includes the Ocean Pines Administration building, the Ocean Pines Police Complex and the Ocean Pines Parks and Recreation Complex.

In the attached proposal you will find the breakdown you requested in our meeting with Debbie Donahue on Thursday July 16th, 2020.

I have proudly maintained my professional work relationship with the Ocean Pines Association in many facets of season opening of various facilities and continued cleaning including the Ocean Pines Parks and Recs Building, the Sports Core Pool, the Ocean Pines Beach Club, the Ocean Pines Marina and the Manklin Creek Tennis Complex,

I take great pride in my professional work ethics, leadership skills, communication, and most importantly consistency.

If you have any questions or concerns regarding the attached proposal, please feel free to reach out to me personally by phone at (440) 785-1188 or via email at sandsoftimecleaning@gmail.com. Thank you for your time.

Regards,

Renee T. Jarvis
Owner
Sands of Time Cleaning

attachment

Ocean Pines Professional Complex Cleaning Proposal

All complex buildings will be cleaned and sanitized including the following:

All entry ways, windows, and glass to be cleaned, sanitized as needed. Outdoor glass to be done quarterly. All hard surface floors swept, mopped, sanitized, and soft surface floors vacuumed as applicable, and as needed.

All separate rooms, offices or general areas cleaned, and sanitized. All community spaces cleaned and disinfected. Personal desk surface space will not be cleaned unless requested.

All bathrooms cleaned and sanitized per each buildings schedule.

All kitchen areas cleaned as needed including appliances.

All trash to be emptied and bagged as needed.

The following is the breakdown on these properties with a 52 week breakdown.

Ocean Pines Parks and Recs Building	\$32,000.00 cleaned daily
Ocean Pines Police Complex	20,500.00 cleaned 3 days per week
Ocean Pines Admin Complex	20,500.00 cleaned 3 days per week
Ocean Pines Golf Course	5,200.00 cleaned 1 day per week

Contract Grand Total \$ 78,200.00

Cleaning supplies to be provided by Ocean Pines Association.

This contract includes at no additional cost a control clean at the Administration building at no additional cost upon contract approval.

Michelle Bennett

From: Sam Cain <sam@servicemasterofsalisbury.com>
Sent: Wednesday, July 22, 2020 3:17 PM
To: Michelle Bennett
Subject: RE: Quote

We are not offering recurring cleanings at this time. I apologize for any inconvenience. Thank you for considering ServiceMaster for your cleaning needs.

Sam Cain

Fire & Content Field Manager

ServiceMaster Superior Services

Serving the Eastern Shore

1921 Northwood Drive

Salisbury, MD 21801

1-888-517-1029

www.servicemasterofsalisbury.com <<http://www.servicemasterofsalisbury.com>>

From: Michelle Bennett [mailto:mbennett@oceanpines.org]
Sent: Wednesday, July 22, 2020 3:08 PM
To: Sam Cain <sam@servicemasterofsalisbury.com>
Subject: Quote

Hi Sam,

Could you send me a quote for daily cleaning of our office building and the Police Dept. 5 days a week?

This is a list of what is expected –

- Clean and sanitize bathrooms each day, toilets, floors, sinks, mirrors
- Restock toilet paper and hand towels each day, hand soap when necessary
- Empty trash from all waste cans each day
- Vacuum floors each day
- Spot clean any soiled carpets
- Mop any hard surface floors once per week or more frequently when necessary
- Wax/polish hard surface floors twice a year
- Clean all entryway glass each day
- Clean all windows, inside and out twice a year
- Wipe down desks, file cabinets, flat surfaces once a week
- Clean and sanitize kitchen each day
- Clean lighting fixtures twice per year
- Clean HVAC ventilation grills once a month
- Clean smudges from walls and doors as necessary
- Be observant and address any cleanliness issues/maintenance issues (take action as required)
i.e. cobwebs both inside and out
- report maintenance issues to supervisor
- Take pride in our facility

- Work activities are conducted at the Administration building and the Police Department. Weekly work schedule is normally 15 hours in duration, exclusively during evenings and/or weekends. Employee may be exposed to potentially hazardous cleaning supplies. Employee works with a variety of electrical equipment.

Please call me with any questions. Thank you!



Michelle Bennett
Senior Executive Assistant
239 Ocean Parkway
Ocean Pines, MD 21811
410-641-7717 ext. 3002
410-641-5581 fax
mbennett@oceanpines.org

Michelle Bennett

From: Jessica <servpro8501@comcast.net>
Sent: Wednesday, July 22, 2020 3:36 PM
To: Michelle Bennett
Subject: RE: Quote

Good Afternoon,

I have spoken with the General Manager and we do not do janitorial services.

Thank you for thinking of us,

Jessica Parrish
Administrative Assistant
SERVPRO of the Lower Shore
[\(410\) 749-2221 Office](tel:4107492221)
[\(410\) 749-2245 Fax](tel:4107492245)

From: Michelle Bennett <mbennett@oceanpines.org>
Sent: Wednesday, July 22, 2020 3:08 PM
To: servpro8501@comcast.net
Subject: Quote

Hi,

Could you send me a quote for daily cleaning of our office building and the Police Dept. 5 days a week?

This is a list of what is expected –

- Clean and sanitize bathrooms each day, toilets, floors, sinks, mirrors
- Restock toilet paper and hand towels each day, hand soap when necessary
- Empty trash from all waste cans each day
- Vacuum floors each day
- Spot clean any soiled carpets
- Mop any hard surface floors once per week or more frequently when necessary
- Wax/polish hard surface floors twice a year
- Clean all entryway glass each day
- Clean all windows, inside and out twice a year
- Wipe down desks, file cabinets, flat surfaces once a week
- Clean and sanitize kitchen each day
- Clean lighting fixtures twice per year
- Clean HVAC ventilation grills once a month
- Clean smudges from walls and doors as necessary
- Be observant and address any cleanliness issues/maintenance issues (take action as required)

i.e. cobwebs both inside and out

- report maintenance issues to supervisor
- Take pride in our facility
- Work activities are conducted at the Administration building and the Police Department. Weekly work schedule is normally 15 hours in duration, exclusively during evenings and/or weekends. Employee may be exposed to potentially hazardous cleaning supplies. Employee works with a variety of electrical equipment.

Please call me with any questions. Thank you!



Michelle Bennett
Senior Executive Assistant
239 Ocean Parkway
Ocean Pines, MD 21811
410-641-7717 ext. 3002
410-641-5581 fax
mbennett@oceanpines.org

Michelle Bennett

From: Merry Maids <e@scorpioncontact.com>
Sent: Tuesday, May 19, 2020 10:19 AM
To: Michelle Bennett
Subject: Thank You For Contacting Us - merrymaids.com
Attachments: ATT00001.bin; ATT00002.bin; ATT00003.bin; ATT00004.bin



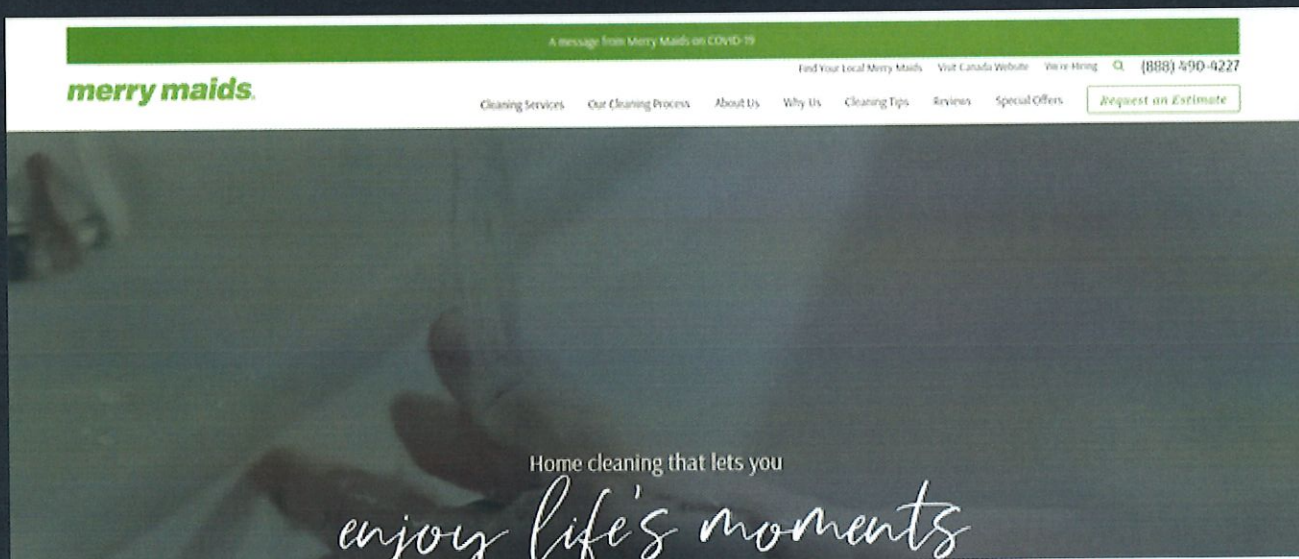
Dear Michelle Bennett,

Thank you for contacting Merry Maids!

We have received your message, and we will get back to you as soon as possible;
however, if you need immediate assistance, please give us a call at **(888) 490-4227**.

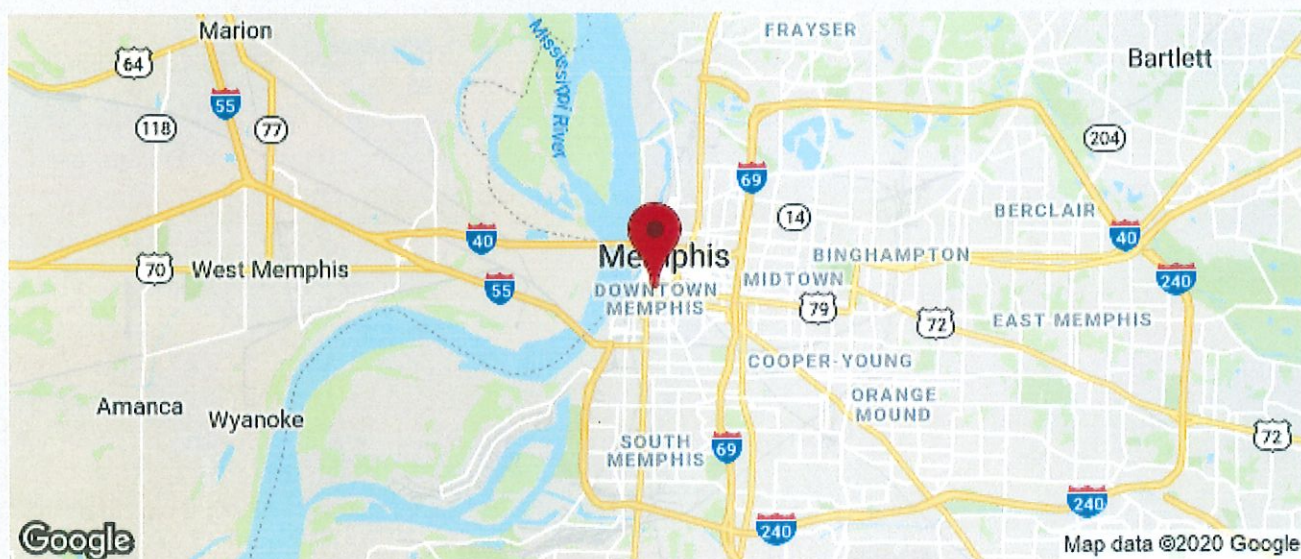
For More Information

Please [visit our website](#)



Map and Directions

150 Peabody Place Memphis, TN 38103



Best Regards,

Merry Maids

(888) 490-4227

www.merrymaids.com

merry maids.

150 Peabody Place
Memphis, TN 38103

RESOLUTION C-01

COMMITTEE GENERAL POLICY

1. **Purpose.** The purpose of Resolution C-01 is to set policy regarding Advisory Committees and other committees as may be necessary to assist the Ocean Pines Association Board of Directors.

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.

3. **Committee Policies and Functions.**

a. **Mission Statements, Tasking, and Initiative.** The mission statements for committees shall be issued for each committee by separate Resolutions. The role of each committee is to provide the Board of Directors with sound advice based upon committee members' expertise, research, and analysis. While specific missions and tasking will be provided for committees, committee members are encouraged to use their initiative and to make recommendations to the Board on any matter or issue within the committee's purview which will enhance the management and functioning of the Association. The OPA Advisory Committee Charging Document (Attachment 2) is to be used by the Board and committees to articulate specific tasks that are requested.

b. **Relationships.**

(1) **Board of Directors.** Each committee shall take its direction from and shall report to the Board of Directors. Unless specifically directed by the Board in writing, no committee member shall represent or claim to speak for the Ocean Pines Association in any discussion, negotiation, or communication with any organization, entity, or group.

(2) **Board Committee Liaisons.** The President of the Association shall appoint one or more Directors as liaison to each committee. Routine communication between the Board and its committees shall be through the committee liaison. This in no way prohibits chairpersons from direct communication with the President at any time the chairperson deems such communication necessary. A Director appointed as liaison to a committee is not a member of the committee and shall not direct the deliberations of the committee or the preparation of any committee report. Unless directed by the Board, the liaison shall not assign or modify tasks of the committee.

(3) **The General Manager and Staff.** Chairpersons or individual members shall not give orders to the General Manager or any other employee of the Association. They may, however, request routine administrative assistance and necessary office supplies. The President of the Association shall provide all instructions and directions to the General Manager concerning support of committee and ad hoc advisory body activities.

c. **Committee Functions.** Functions of a committee may include:

(1) assessing conditions and needs in the area of committee responsibility;

- (2) establishing goals, objectives, and priorities for committee activities;
- (3) proposing, for the Board's approval, changes in guidelines and terms of reference relative to the committee's area of operation;
- (4) developing budget requests for committee activities, if needed, for the annual budget; and
- (5) taking such actions as directed by the Board.

d. **Committee Chairpersons.** Duties and authority of chairpersons include:

- (1) coordinating and supervising committee activities and meetings;
- (2) preparing periodic reports for submission to the Board;
- (3) accounting for such funds as may be allocated to the committee;
- (4) establishing and discharging sub-committees as necessary with members from their assigned committees and appointing chairpersons; and
- (5) supervising sub-committee activities and reviewing their reports.
- (6) the chairperson may designate a vice-chairperson and a secretary from among the members of the committee.

4. **Committee Assignments, Terms, and Miscellaneous Procedures.**

a. **Assignment.** Committee members shall be appointed by the President with the consent of Board and shall serve at the pleasure of the Board of Directors. Committee members may serve on more than one committee.

b. **Qualifications for Committee Membership.** Members shall be eligible to vote.

c. **Terms for Members.**

- (1) **First Term.** The first term shall be for three years unless term limits are set by the Charter, the By-laws, or the Board during the establishment of the committee.
- (2) **Second Term.** The second term shall be for two years. Before the first term expires, a committee member may request to serve a second term.
- (3) **Third Term.** The third term shall be for one year. Before the second term expires, a committee member may request to serve a third term.
- (4) **Subsequent Terms.** Notwithstanding the term limit provisions above, the Board reserves the right, through a majority vote of the entire Board, to request a committee member continue to serve on the committee for a specified period of time.

d. **Request for Committee Membership.** Any member eligible to vote in OPA matters is encouraged to send a letter or an application requesting membership on a committee. Application forms are available at the Ocean Pines Administration office. The following information should be included in the letter or application: (1) name; (2) address; (3) telephone number; (4) committee choice; (5) reason; (6) background; and (7) signature and date of application.

e. **Filling Vacancies.** Should a vacancy exist, the chairperson of the committee will request the letters and applications from the Ocean Pines Administration office of all

those who are interested in serving on that particular committee. The chairperson will interview the prospective candidate(s) and submit the letters and applications with recommendations to the Board. The Board will review the applications recommended for appointment to a committee by the committee chairperson and vote either to accept or reject the candidate for a position on the committee. A letter will be sent to the new committee member with a copy to the chairperson, indicating the date of the appointment.

f. **Meetings.** Committees shall meet at the direction of the committee chairperson. Meetings shall be announced in advance and be open to all members of the association unless closed under the provisions of the Maryland Homeowners Association Act (11B-111). When there is a schedule change, including scheduling a special meeting, the committee chairperson shall notify all committee members, the committee liaison, and the General Manager. Agendas shall be prepared and sent to the Board President and Committee Liaison, and to the Association Assistant Secretary for posting on the website.

g. **Minutes.** The chairperson shall ensure the minutes of each meeting are prepared using the format in Attachment 3, approved by the committee. Approved minutes shall be submitted to the President of the Association and the committee’s liaison, and to the Association Assistant Secretary for posting on the website.

5. **Reports.** Committee chairpersons are authorized and encouraged to submit reports either in writing or in person to the Board on any matter of concern to their committee. Annual reports shall be submitted to the Board by October 31 of each year covering the previous year ending September 30. This report shall be submitted in the general format provided in attachment 1.

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: _____

ATTACHMENT 1

RESOLUTION C-01

COMMITTEE GENERAL POLICY

Committee reports shall be submitted in the format below.

Section I. COMMITTEE MEMBERS AND STATUS OF TERMS. (Include any membership needs of the committee.)

<u>Name</u>	<u>Date appointed</u>	<u>On Term</u>	<u>Comments</u>
Smith, Tom	Jan 2008	3	will request spec extension
Jones, Bill	Feb 2010	1	

Section II. SUMMARY OF MAJOR ACTIVITIES DURING REPORTING PERIOD.
(Number and underline each subsection)

- 1.
- 2.

Section III. PROBLEMS ENCOUNTERED AND ASSISTANCE REQUIRED.

(Number and underline each subsection)

- 1.
- 2.

Section IV. REQUEST FOR ITEMS TO BE CONSIDERED FOR INCLUSION IN THE NEXT OPA BUDGET. CHAIRPERSONS SHOULD CONSIDER IMPACTS ON THEIR COMMITTEES RELATING TO THE OPA COMPREHENSIVE PLAN.

(Number and underline each subsection) (Include rationale, justification, and cost data.)

- 1.
- 2.

Section V. RECOMMENDATIONS FOR BOARD ACTION. (Number and underline each heading. Each recommendation should be a single, numbered statement and be supported by the information contained in other sections of this report.)

1. That
2. That

Attachments: (Chairpersons may attach supporting documents, studies, and other materials as deemed appropriate.)

ATTACHMENT 2

Resolution C-01

OPA Board/Advisory Committee Charging Document

Request for Performance by: Board
 _____ Advisory Committee

Date: _____

Submitted By: OPA Board Liaison

For Inclusion in Meeting to be Held on: _____, 20____

Request: The Board requests the _____ Advisory Committee to:
 The _____ Advisory Committee requests the Board to:

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

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

Committee Chair: _____ Date: _____

Board Liaison: _____ Date: _____

Board Secretary: _____

Date: _____



OCEAN PINES ASSOCIATION, INC.

First Reading

DATE: September 1, 2020

TOPIC: Clubs Committee Suspension

FOR INCLUSION IN MEETING HELD ON: September 9, 2020

SUBMITTED BY: Tom Janasek

Discussion: Recommendation to suspend the Clubs Committee.

Background: The Clubs Committee, As stated in Resolution C-05, the Committee "advises the Board of Directors and the General Manager on the social use of the Beach Club, Yacht Club, and Golf & Country Club". As of now Ocean Pines has contracted with The Matt Ort Group to manage the clubs and make their own professional decisions.

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Rebecca Colt-Ferguson

2. Address: 7 carriage lane , Ocean Pines, Md, 21811

3. Email: rcoltferguson@gmail.com

4. Telephone: 410-446-1816 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"/> 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 checked="" 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: 9/9/23

6. Why do you want to be on this Committee? I have 40 years of nursing experience including public health and nursing education. I have worked with families and individuals from varied backgrounds. My husband and I are retiring to OP hopefully next year. I would like to continue to serve my community.

7. What knowledge/input can you offer to this Committee? I am able to view problems from multiple perspectives identifying common agreement points. I am able to connect wellness concepts to strategic planning to enhance community welfare.

Rebecca Colt-Ferguson Digitally signed by Rebecca Colt-Ferguson
Date: 2020.07.30 07:39:23 -0400

Signature _____ Date _____

1st Endorsement from Committee Chairperson:

Comment: _____

M. J. [Signature] _____ 7/20/2020

Signature _____ Date _____

2nd Endorsement from Board Liaison to Committee:

Comment: _____

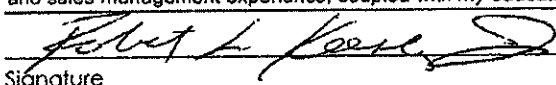
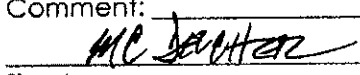
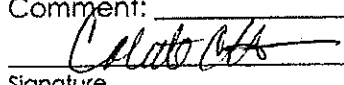
[Signature] _____ 8/24/2020

Signature _____ Date _____

Board Action: _____ Date: _____

President's Signature _____ Date _____

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: <u>Rob Keesling</u>	
2. Address: <u>417 Ocean Parkway</u>	
3. Email: <u>rkeeslingjr@verizon.net</u>	
4. Telephone: <u>410.336.6535</u> Property Owner for <u>6</u> (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 checked="" 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"/>
Future Term: <u>(1st)</u> 2 nd 3 rd ~ Term will expire: NA <u>9/9/23</u>	
6. Why do you want to be on this Committee? <u>I have been coming to OP since 1992 when my parents retired here. As a homeowner myself now, I want to see the community continue to move in a positive direction and therefore would welcome the opportunity to be a part of the process guiding that growth.</u>	
7. What knowledge/input can you offer to this Committee? <u>I believe my 29+ years of sales and sales management experience, coupled with my educational background will be an asset to the committee</u>	
Signature <u></u>	Date <u>7.7.2020</u>
1 st Endorsement from Committee Chairperson:	
Comment: _____	
Signature <u></u>	Date <u>7/29/2020</u>
2nd Endorsement from Board Liaison to Committee:	
Comment: _____	
Signature <u></u>	Date <u>8/24/2020</u>
Board Action: _____	Date: _____
President's Signature _____	Date _____

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: <u>Jennifer Cropper Pines</u>	
2. Address: <u>37 Harbormist Circle Ocean Pines, MD 21811</u>	
3. Email: <u>Jennifer@cropperpines.com</u>	
4. Telephone: <u>443.614.8215</u>	Property Owner for <u>22</u> (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 checked="" 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"/>
Future Term: <input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd ~ Term will expire: <u>9/8/23</u>	
6. Why do you want to be on this Committee? <u>I am a long term resident with no plans to move from the area.</u> Additionally, I am a stakeholder with a vested interest in maintaining the community.	
7. What knowledge/input can you offer to this Committee? <u>I have participated on strategic planning</u>	
Signature: <u>Jennifer Cropper Pines</u>	Date: <u>5/5/2020</u>
1st Endorsement from Committee Chairperson:	
Comment: _____	_____
Signature: <u>[Signature]</u>	Date: <u>5/6/2020</u>
2nd Endorsement from Board Liaison to Committee:	
Comment: _____	_____
Signature: <u>[Signature]</u>	Date: <u>5/6/2020</u>
Board Action: _____	Date: _____
President's Signature _____	Date _____

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Ann R. Shockley
 2. Address: 273 Windjammer Rd.
 3. Email: rexerann@gmail.com
 4. Telephone: 410-688-7975 Property Owner for 6 (years)
 5. Committee in which you would like to be involved:

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

Impending Term: 1st 2nd 3rd Term will expire: 9/24/21

6. Why do you want to be on this Committee? Really enjoy helping OP residents improve and maintain their property.

7. What knowledge/input can you offer to this Committee? Having been a member for the last 5 years I have a good understanding of the ARC guidelines and using them with the OP residents

Signature Ann R. Shockley Date Aug. 2, 2020

1st Endorsement from Committee Chairperson:
 Comment: Ann has CONTRIBUTED SIGNIFICANTLY TO THE ARC IN THE LAST FIVE YEARS
 Signature James Malin Date Aug 10, 2020

2nd Endorsement from Board Liaison to Committee:
 Comment: _____
 Signature Steph... Date 8/18/2020

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



**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 9th day of September 2020, at 7:00 PM in the Assateague Room the Board voted to adjourn to closed session for the purpose of discuss matters related to board policy and the relevance to actions of board members as permitted by the MD Homeowner's Association Act, Section 11B-111(4) (ii) and (vii).

Motion made by: Doug Parks . 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		
Camilla Rogers		
Larry Perrone		
Tom Janasek		

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.

Camilla Rogers
Secretary, Ocean Pines Association, Inc.