



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

Saturday, March 18, 2023  
9:00 AM, Clubhouse Meeting Room

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODI4OTdiZjMtY2ViNS00ZjU5LWEyZTkNTEwOGFmYjIjNjVI%40thead.v2/0?context=%7b%22Tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22Oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODI4OTdiZjMtY2ViNS00ZjU5LWEyZTkNTEwOGFmYjIjNjVI%40thead.v2/0?context=%7b%22Tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22Oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d)

Call to Order – Doug Parks, President

Pledge of Allegiance

Approval of Agenda

Approval of Minutes –

February 18, 2023 – Regular Meeting

President's Remarks

GM Report – John Viola

Treasurer's Report – Monica Rakowski

Public Comments –

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

Capital Requests –

None

CPI Violations –

None

Unfinished Business –

None

New Business –

Motion on Approval of Election Committee Recommendations – Rick Farr

Update of Delinquent Accounts Report – Monica Rakowski

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

Second reading of revisions to Resolution F-03 (Financial Reserve Accounts) – Steve Jacobs

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

Review of Resolution B-02 (Rules of Order for Board Meetings) – Steve Jacobs

Review of Resolution B-03 (Meetings of Association Members) – Steve Jacobs

Review of Resolution B-05 (Conflict of Interest) – Steve Jacobs

Review of Resolution B-06 (Indemnification Policy) – Steve Jacobs

Review of Convenience Fee Resolution – Steve Jacobs

First Reading of Resolution B-09 (Video Recordings and Record Retention Policy) – Steve Jacobs

Appointments –

Patricia Benner – 2<sup>nd</sup> Term – Environmental and Natural Assets Committee

Sherrie Clifford – 1<sup>st</sup> Term & Chair – Search Committee

Angela Hunter – 1<sup>st</sup> Term – Racquet Sports Committee

Helen Johnson – 2<sup>nd</sup> Term – Strategic Planning Committee

Gary Miller – Chair – Aquatics Committee

Susan Morris – 2<sup>nd</sup> Term – Golf Committee

Adjournment



OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS' REGULAR MEETING  
Saturday, February 18, 2023  
9:00 a.m., Clubhouse Meeting Room

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

ALSO PRESENT: John Viola (General Manager), 10 Association members, and approximately 19 attendees through Microsoft Teams.

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

**Approval of Agenda –**

Mr. Parks moved to accept the agenda, Mr. Farr seconded.

Ms. Rakowski moved to amend the agenda to include the motion to approve the Fiscal Year 2023-2024 Budget under New Business. Dr. Lakernick seconded, and the motion passed 5-2, with Mr. Daly and Dr. Horn opposed.

**Approval of Minutes –**

Ms. Rakowski moved to accept the minutes from the January 21, 2023 Regular Meeting, Mr. Farr seconded, all in favor.

Ms. Rakowski moved to accept the minutes from the February 7, 2023 Special Meeting, Mr. Farr seconded, all in favor.

**President's Remarks – Doug Parks**

Mr. Parks commented that he was glad to see the Yacht Club is open again for the season and was crowded on both Thursday and Friday.

**GM Report – John Viola (attached)**

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

**Public Comments –**

Amy Peck – 109 White Horse Drive  
Steve Ransdell – 128 Boston Drive  
Jack Levering – 6 Weeping Willow Court

**Capital Requests –**

Public Works – Swim & Racquet Pool Roof Replacement

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

Racquet Sports – Resurfacing of Har Tru Courts

Mr. Daly moved to accept the recommendation, Ms. Rakowski seconded, all in favor.

**CPI Violations – None**

**Unfinished Business – None**

**New Business –**

Election Committee Update – Rick Farr

Tom Piatti, Elections Committee Chair, presented the elections update.

Licensed Contractor Registry – Colette Horn

Discussion: A presentation was made by Dr. Horn. Further discussion between the Board to take place prior to the beginning of the fiscal year.

Second reading of amendments to Resolution B-01 (Book of Resolutions) – Steve Jacobs

Mr. Daly seconded, all in favor of approving amendments to Resolution B-01.

Second reading of revisions to Resolution M-08 (Association Manuals) – Steve Jacobs

Mr. Daly seconded, all in favor of approving revisions to Resolution M-08.

Motion to establish interest rate for delinquent assessment fees – Monica Rakowski

Dr. Lakernick seconded, all in favor.

Motion to approve the Fiscal Year 2023-2024 Budget – Monica Rakowski

Dr. Lakernick seconded, and the motion passed 5-2, with Mr. Daly and Dr. Horn opposed.

**Appointments –**

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

John Lynch – 1<sup>st</sup> Term – Strategic Planning Committee

John Maziuk – 2<sup>nd</sup> Term – Environmental & Natural Assets Committee

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

The meeting adjourned at 11:51 a.m.

Respectfully submitted:  
Dr. Stuart Lakernick, Secretary



## OCEAN PINES ASSOCIATION, INC. PROPOSED MOTION

**DATE:** March 8, 2023

**TOPIC:** Election Committee Recommendations

**FOR INCLUSION IN MEETING HELD ON:** March 18, 2023

**SUBMITTED BY:** Rick Farr

**SECOND BY:**

### **MOTION:**

To obtain board approval of two recommendations pertinent to the processes for the 2023 Board of Directors Election presented by the Election Committee:

- (1) Approval of the Election Committee to continue to research to obtain credible scanning software, conduct end user testing and hire an independent contractor to perform ballot scanning under EC visual supervision.
- (2) Approval of the Election Committee to suspend online voting for 2023, return to paper ballots effectively used for decades; and continue research to find a contractor that has an alternative “control number” solution in order to eliminate “weighting” confusion experienced by multi-lot Members in the 2022 election. Projected online voting implementation is 2024.

### **PURPOSE AND EFFECT:**

By approving recommendations by the Election Committee, it will provide a level of confidence to all homeowners that voting procedures, when followed, can provide accurate and verifiable tabulations for each candidate and that every vote is properly counted and tabulated.

### **BACKGROUND:**

In October 2022, the newly appointed Election Committee received two charging documents consisting of ten (10) tasks: conduct a review of practices and procedures concerning ballot count errors and glitches in the 2022 BOD Election and render a written report by December 1, 2022. The Election Committee rendered an initial report to the Board on November 14, 2022. This report contained two major recommendations: (1) replace the scanning software used in 2022, conduct user testing and outsource ballot scanning to an independent contractor; and (2) suspend online voting in 2023 by returning to paper ballots effectively used for decades. Of note was task 9: “Provide a level of confidence to all homeowners that voting procedures, when followed, can provide accurate and verifiable tabulations for each candidate and that every vote is properly counted and tabulated”. The Election Committee presumed that they had fulfilled that requirement.

On January 19, 2023, the Election Committee provided a supplemental report to answer questions from Directors emailed by Election Committee Liaison and Director comments from the January Board meeting. The Election Committee expanded on recommendation (2) above to further explain that the back-and-forth, multiple electronic email transmission and exchange of data with the Vote HOA contractor was complex, made additional work for the Election Committee/OPA Staff, made room for error, besides the potential for data spillage and release of personal information. To that end, the Election Committee concluded that the total suspension of online voting was justified.

On February 18, 2023, regular OPA monthly Board meeting, Chairman Piatti addressed the BOD. After additional research and work sessions performed by the Election Committee, they developed an alternative. Although the Election Committee continue to stand on recommendation (1), the Election Committee changed their position on recommendation (2). The Election Committee request the BOD approve these two recommendations to move forward with our work.



OPA Elections Task List

TASK #	TASKER	REOURCES REQUIRED	APPROACH	FINDINGS
1	<p>Work collectively with the vendor of the vote scan system and software program to investigate and to review processes that produced major glitches in the tabulation of votes with the current voting scan system. Work with vendor to identify reasons for excess votes which resulted in inaccurate reporting. Make recommendation so this issue will not arise again and that we have accurate voting tabulation in the next election cycle and provide correct results.</p>	<p>ID vendor and review terms of initial contract.</p>		
2	<p>Determine if the number of votes cast exceeds the maximum number of votes expected based on the number of lots that participated in the election. Examine the envelopes, determining how many multiple lot owners voted by paper, and determining the maximum number of multiple owner lots that could have voted via email.</p>			

OPA Elections Task List

3	Accurately determine scanner repeatability of lack thereof.			
4	If scanner repeatability is an issue to determine the potential range of error that may have occurred in the past.			
5	If an audit determines a different hand count than that was reported on September 30, the actual vote count, and the reason for the discrepancy.			
6	Determine exactly what traceability exists in the HOA voting system software.			
7	Determine if the governing documents were followed as written.	RESOLUTION M-06 Election and Referendum Procedures		
8	Determine as accurately as possible the real vote count.			



OPA Elections Task List

9	<p>Provide a level of confidence to all homeowners that are voting procedures, when followed, can provide accurate and verifiable tabulations each candidate and that every vote is properly counted and tabulated.</p>			
10	<p>Recommendations and/or suggestions for changes in equipment, software, systems, and procedures (as outlined in our governing documents). If any are needed.</p>			

## ELECTION COMMITTEE (EC) REPORT TO THE BOARD OF DIRECTORS

### BACKGROUND:

The 2022 Ocean Pines Association (OPA) Directors Election was conducted by members of the Election Committee appointed in 2020, 2021 and 2022. In accordance with OPA By-laws and Resolution M-06, Elections and Referendums, they performed functions from February 2022 through October 2022. Accordingly, they conducted the 28 Question Referendum in May 2022, and later, the Directors Election. The Referendum count of 1905 ballots was performed by-hand by EC members and volunteers, whereas the Directors Election count was a combination of the results of online voting and the scanning of paper ballots.

The initial tabulation of the Directors Election in August 2022 resulted in an excess of possible online and paper ballot votes (9,053). On 9/30/22, the EC conducted a re-count of paper ballots which resulted in a total of 8,113 online and paper ballots votes, a significant reduction. In an updated/corrected report dated October 4, 2022, the EC reported the new vote count which confirmed the initial three winning candidates, along with the need to review processes and investigate glitches in the tabulation/scanning programs.

On October 5, OPA President Doug Parks announced the EC had resigned and called for volunteers to establish a new EC. At the October 15 regular OPA Board meeting, five volunteers were appointed to form a new EC: Tom Piatti (Chairperson), George Alston, Elaine Brady, Nanci Osborne and Tom Schwartz.

On October 17, EC Board Liaison and Vice President Rick Farr emailed a Charging Document to the EC to investigate problems with the vote scan system (Task 1) below. On October 20, a Special OPA Board meeting was held to discuss a motion by Director Daly "to authorize a forensic auditor to audit the 2022 Board of Directors Election." After discussion, the Board tabled the motion to hire an outside auditor and agreed to direct the EC to conduct an "independent look" which is not to be construed as a re-count. On October 23, the EC received an amended charging document adding tasks 2 through 10 below.

### Tasks, Findings, Recommendation:

**TASK 1: Work collectively with the vendor of the vote scan system and software program to investigate and to review processes that produced major glitches in the tabulation of votes with the current voting scan system. Work with vendor to identify reasons for excess votes which resulted in inaccurate reporting. Make a recommendation so this issue will not arise again and that we have accurate voting tabulation in the next election cycle and provide correct results.**

On November 3, members of the EC met with the OPA IT department head to review the equipment used to tabulate the election results for the 2022 election. A sample was run to test both the scanner and test any problems with scanning of the ballots. We tested the software program to determine issues with tabulating the votes on each ballot. Later, the committee spoke several times with the Berlin printing contractor (Ace Printing) and past EC Chairperson Carol Ludwig in order to understand how the list of eligible lots were handled throughout the process. Our primary objective was to find out how multiple lot ballots were handled, but did not exclude any other issues they may have had.

---

**Findings:** The Committee reviewed the operation of both the scanner and software program used to tabulate votes for the 2022 election. The scanner performed very well, has good speed and we were told there was only one or two minor jams during the processing of ballots, resulting in those ballots having to be flattened and reran or to be hand counted.

However, the scanning software leased by OPA from **Snap Survey of NH, Inc.** had two main issues that may have caused the incorrect initial count. The first issue was the instability of calibrating the software to the marked boxes on the ballot, causing a possibility of some votes to have been counted incorrectly. The second issue was the paper ballots being opaque enough to get some see-through to the other side, along with the EC not being familiar enough with the software's set-up operation as they began the count. The software reader was inadvertently set for a double-sided sheet during some portion of the process which may have caused the program to count heavily marked boxes being counted twice, as those bled through to the back side. Although the double-sided sheet function was discovered and disabled, we cannot verify that the counter was reset and the ballots rerun.

We also spoke with the printing contractor to get an opinion on the Snap Survey software package. The contractor confirmed what we were told by IT - this software is known to have issues with its calibration program. The software is also cumbersome for use by those who are unfamiliar with its operation, as settings must be on point for it to work correctly. We contacted Snap Survey. This software is primarily used to tabulate surveys with a secondary ability to tabulate ballots. Additionally, we queried the OPA Public Relations and Marketing Office concerning the program they use for online surveys. They use Survey Monkey, not Snap Survey.

**Recommendation:** Due to the obvious scanning software problems, we should not renew Snap Survey at an annual cost of \$999.00 (the OPA agreement expires on February 11, 2023, well in advance of the 2023 Directors Election). We also recommend that any new scanning program be researched with input from both IT and our printing contractor, as they both have the knowledge and experience working with those types of software packages. Ballot scanning procedures and process must be developed and multiple tests should be conducted in advance of counting to ensure accuracy. Finally, and most importantly, in our view ballot scanning should not be a task performed by the EC. This function should be outsourced to an independent contractor for continuity and to avoid any conflict-of-interest claims.

**TASK 2: Determine if the number of votes cast exceeds the maximum number of votes expected based on the number of lots that participated in the election. Examine the envelopes, determining how many multiple lot owners voted by paper, and determining the maximum number of multiple owner lots that could have voted via email.**

**Findings:** Due to the envelopes being separated from the ballots, it is impossible, even by an outside auditor, to determine how the mailed-in multiple lot owners voted. They are deliberately separated to prevent identifying how an owner voted. There is simply no way to match them up. Also, we have no reason to question the results of the hand-count by the EC as stated in their October 4 updated summary.

We confirmed with the printing contractor, who was the interface with **VoteHOA Now**, and by viewing output reports, that there were 213 eligible multi-lot owners representing a maximum of 479 lots that could have voted online. Forty-four (44) of those eligible multi-lot owners mailed in their ballots.

**TASK 3: Accurately determine scanner repeatability of lack thereof.**

This is addressed in Task 1 findings.

**TASK 4: If scanner repeatability is an issue to determine the potential range of errors that may have occurred in the past.**

This is addressed in Task 1 findings.

**TASK 5: If an audit determines a different hand count than that was reported on September 30, the actual vote count, and the reason for the discrepancy.**

**Findings:** The EC did not conduct another hand count. Please consider that we are five new volunteers with no previous OPA Election experience. However, we did check the hand counted ballots to see how they were tabulated and the process seemed to be accurate. All ballots were batched in units of 25, counted and then marked on a separate cover sheet as a double check. It did not appear that any error occurred in the hand count.

**TASK 6: Determine exactly what traceability exists in the HOA voting system software.**

**Findings:** The printing contractor has an electronic interface with **VoteHOA Now** to identify and prevent duplicate voting, thus there is traceability in voting and obtaining totals.

**Recommendation:** However, even though there is traceability, our recommendation for the next election will be to suspend (not eliminate) online voting and to mail a vote envelope to each lot owner. There will be no "weighting" of multiple lots, if you own 5 lots you will receive 5 envelopes. Afterward, we will re-look at online voting as permitted by Resolution M-06 along with the possibility of telephone voting.

**TASK 7: Determine if the governing documents were followed as written.**

**Findings:** The previous EC requested changes to Resolution M-06 to allow for online voting. The OPA Board approved those changes after a second reading at a Board meeting held on June 27, and accordingly, the EC followed Board direction by implementing online voting during the 2022 Directors Election. Although the changes were effective, the actual document was not published. We are currently working on a modification to, and ultimate finalization of M-06 after Board approval, and review by legal and the OPA Bylaws and Resolutions Committee.

**TASK 8: Determine as accurately as possible the real vote count.**

This is addressed in Task 2

**TASK 9: Provide a level of confidence to all homeowners that are voting procedures, when followed, can provide accurate and verifiable tabulations for each candidate and that every vote is properly counted and tabulated.**

**Remarks:** We are determined to identify the equipment, software and processes required to ensure accurate and verifiable tabulations for each candidate, and that every vote is properly counted. We will work with all vendors to ensure an accurate count. We will reach out to other large HOA's for voting "best practices".

**TASK 10: Recommendations and/or suggestions for changes in equipment, software, systems, and procedures (as outlined in our governing documents) if any are needed.**

**Remarks:** Most of this is covered in TASK 1 with our recommendation to replace the current scanning software.

**Other Suggestions:**

There is the need for close collaboration between the EC and Secretary, therefore, we suggest the Board Secretary be appointed Elections Committee Liaison.

All automated reports from the Membership Office must be password protected to prevent unwarranted changes. The EC will request updates or ancillary reports from Membership Office rather than making changes in the field. Further, internal EC procedures must be developed to destroy automated reports after one year of issue like the policy to keep ballots and envelopes for one year only. Presently, the EC has retained reports going as far back as 2018.

On behalf of the Elections Committee:

*Thomas A. Piatti* 11/14/2022  
Thomas A. Piatti  
Elections Committee Chairperson

## Vote HOA Now, Neighing out Merging accounts

When the owner data contains duplicate email addresses or names they either need to be:

1. Combined and weighted - preferred as it allows the owner to only have to register and vote one time and it will count for all their properties
2. Have different email addresses for each ←————— Key issue.
3. Delete all but one of the email addresses

To combine and weight: Add a column called Weight, add the number of units they own/votes they get in the weight column to ONE of the records. You may also want to add the other HOA ID and Property IDs to the ONE record. Then delete the other records. Shown below is a before and after example of what this looks like.

### Before Merging and Weighting

Barry has two listings, Charles has three listings

	A	B	C	D	E	F	G
1	HOA ID	Property ID	First Name	Last Name	Email Address	General Info	
2	12345678	123 Main St	Amy	Always	amy.always@abc.com	Amy Always	
3	45612396	658 Redwood Dr	Barry	Best	barry.best@abc.com	Barry Best	
4	62587169	63 Division St	Barry	Best	barry.best@abc.com	Barry Best	
5	23456971	875 Pine St	Charles	Chooseme	charlie.chooseme@def.com	Charles Chooseme	
6	65894128	962 21st Ave	Charles	Chooseme	charlie.chooseme@def.com	Charles Chooseme	
7	65147858	689 Division St	Charles	Chooseme	charlie.chooseme@def.com	Charles Chooseme	
8							

### After Merging and Weighting

All owners have one listing with Barry and Charles having multiple accounts listed in the HOA ID and Property ID columns and the corresponding weight to the number of properties each owns

	A	B	C	D	E	F	G
1	HOA ID	Property ID	First Name	Last Name	Email Address	General Info	Weight
2	12345678	123 Main St	Amy	Always	amy.always@abc.com	Amy Always	
3	45612396, 62587169	658 Redwood Dr, 63 Division St	Barry	Best	barry.best@abc.com	Barry Best	2
4	23456971, 65894128, 65147858	875 Pine St, 962 21st Ave, 689 Division St	Charles	Chooseme	charlie.chooseme@def.com	Charles Chooseme	3
5							

## 2022/2023 OPA Elections Committee (EC) Supplemental Report

The purpose of this supplemental report is to provide answers to questions and/or comments resulting from our initial November 14, 2022, report and to summarize the comprehensive changes we plan to implement to improve the OPA Board of Director election and referendum process.

**1. BALLOT COUNT:** Statement by Director Daly during the December 17 Board meeting: "Determine if the number of votes cast exceeded the maximum number of votes expected based on the number of lots that participated in the election."

It did not. The first reported vote count of 9,053 by the former EC was in error. The EC realized this, delayed reporting during the 2022 Annual Meeting and pursued a recount of paper ballots. This error also exploded in local papers and on social media. However, the recount shows the number of votes cast did not exceed the maximum number of votes expected. In fact, the opposite occurred. The tabulation of online voting results along with the tabulation of hand counted ballot votes show the potential of 8,718 votes, with a total of 8,113 actual votes cast, a delta of 605 votes. This is because not all owners cast three votes per ballot. Some chose to cast less than three as explained below.

**FINDINGS:** The 2022 Board Election consisted of the processing of two forms of balloting by two separate contractors: (1) online through VoteHOA NOW, a National company in Portland, Oregon; and (2) ballot processing by Ace Printing, a local Berlin, MD, contractor. It should be noted that Ace Printing has 18 years of experience as OPA's only election printing and processing contractor.

**ONLINE VOTING:** The results of online voting cannot be audited. The automated reports from the contractor are considered accurate, simply because of a single registration number that records the number of votes cast online for a candidate and the date, time, email address and the Internet Protocol (IP) address of the voter, who also receives email confirmation that their vote was recorded. The automated reports from the VoteHOA NOW contractor provided the following online totals:

<u>Candidate</u>	<u>Votes</u>
Gray	199
Peck	382
Lakernick	462
Rakowski	433
Wheatley	276
Jacobs	<u>589</u>
TOTAL	2,341

Automated reports from VoteHOA NOW reveal 811 ballots were received online, but not all cast three votes ( $811 \times 3 = 2,433$  possible, minus 2,341 actual, equals 92 votes less than possible or 3.8%). Additionally, the online votes of multiple property owners were weighted as to the number of properties they owned. The practice of weighting did not apply to paper ballots (below).

**PAPER BALLOTS:** The hand recount of 2,095 valid paper ballots shows the following:

<u>Candidate</u>	<u>Votes</u>
Gray	637
Peck	966
Lakernick	1,220
Rakowski	930
Wheatley	714
Jacobs	<u>1,305</u>
TOTAL	5,772

Of note, not all voters cast three votes per ballot ( $2,095 \times 3 = 6,285$  possible, minus 5,772 actual, equals 513 votes less than possible or 8%). Thus, the vote count of 2,341 online, plus 5,772 paper ballots, equals a total vote count of 8,113, well short of the 9,053 initially reported by the previous EC (a 940-vote error).

The corrected report by the previous EC dated October 4, 2022, and our findings after research and as reported in our initial report, concludes that the scanning operation was the cause of these errors. The use of large 8 1/2" by 11" opaque plain paper for ballots, with colored photo, over previously used 3-1/2" by 6" card stock, was a poor choice for many reasons (needed to be folded when placed into the envelope and then flattened when removed for scanning). This was unnecessary in our view - the candidate resume with photo was included in the packet. We can only speculate that adding photos to the ballot was done to visually aid the voter. We are adamant about eliminating plain paper ballots and returning to card stock ballots with candidates listed in order of the candidate draw. Samples of card stock and paper ballots used in past elections (with dimensions) are attached.

We also invite your attention to comments in the 2021 (yes 2021, not 2022) Election Committee report: "The new vote counting system performed accurately but slowly due to the slow speed of the scanner. The finalization of tallies and review of questioned or unreadable ballots was completed in about 6 hours, which included a major power outage on October 20." The recommendation: "If the current balloting system will remain in place, the purchase of a higher capacity and faster scanner is recommended." Our research shows a higher capacity and faster Xerox scanner was purchased for the 2022 election; however, poor scanning software used in both 2021 and 2022 elections, opaque paper ballots and a lack of pre-flight testing resulted in the wrong initial count in 2022. Therefore, based on two successive years of poor performance, OPA should not perform this function in-house and by volunteers. Ballot counting must be outsourced and performed professionally by an independent contractor under the physical supervision of the EC, as was done in the past. Doing so ensures consistency going forward as Board and committee members change and volunteerism wanes. And, as stated in our initial report, outsourcing eliminates potential conflict-of-interest claims.



**2. SUSPENSION OF ONLINE VOTING:** Question from Director Horn in a November 22 email to EC Liaison Rick Farr: What justifies doing away with online voting at this time? What plans are in place to secure a safe and valid online and phone-in option for voting?

First, online and telephone call-in voting cannot be audited. You must "trust" that the vendor's "Second Party" processes and procedures have no glitches and that they provide an accurate result. Perhaps "trust" is why we do not vote electronically in Federal elections. Thus, the EC cannot ensure a secure, safe and valid online and phone-in option for voting. However, that is not the case with paper ballots that can be tabulated by scanning or secured in the Admin Bldg. and rescanned and/or manually recounted or both if election results are challenged.

Second (and this information was not included in the 2022 EC report), was the extra "crossover" work required behind the scenes by the EC concerning online voting which made more room for error. On a weekly basis during the voting period, Ace Printing would collect envelopes from our USPS mailbox in downtown Berlin and the drop box in the OPA Police station. Ace would scan the envelope's registration number and provide an automated list to the EC of those who had voted. The EC would email that report to VoteHOA NOW who would run a software program to compare information in their database to identify those who voted online. That report, which identified potential duplicative voting, was returned to the EC via email. The EC would then invalidate the physical ballot and let the online vote stand. Conversely, if a physical ballot had been received, the Member was restricted from voting online by VoteHOA NOW.

**SUMMARY:** Based on the processes OPA underwent and our in-depth research, the EC desires to not just temporarily suspend online voting, but to discontinue online voting altogether. The back-and-forth email transmission of personal data (explained in the above paragraph) is subject to error, hacking, and potential manipulation. All which are legitimate concerns pertaining to voting accuracy, not to mention personal privacy. Additionally, the weighting process was confusing and deemed to be unfair by multi-lot owners. Returning to card stock ballots is a "First Party" process. The mailing of a vote/annual meeting packet for each lot owned and outsourcing to a professional vendor will restore confidence in the OPA voting process. This is the EC's position on this matter.

On behalf of the Elections Committee:

 1/19/23  
Thomas A. Piatti  
Elections Committee Chairperson

2 Attachments:  
2022 ballot  
2019 ballot



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

**DATE:** 3/12/2023

**TOPIC:** Delinquent Accounts Report as of 02-28-2023

**FOR INCLUSION IN MEETING HELD ON:** March 18, 202

**SUBMITTED BY:** Monica M Rakowski

**TOPIC:** Update of delinquent accounts

**CONCISE STATEMENT:** Discussion to inform the membership of delinquent accounts.

**BACKGROUND:** The Association's Declarations of Restrictions and Articles of Restatement cite actions the Board of Directors is authorized to take for collection of delinquent annual assessments including the establishment of the annual rate of interest to be assessed on unpaid charges from the date of delinquency.

Delinquent Accounts Report 02-28-2023

	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Total Billed	\$8,519,074.10	\$8,759,753.00	\$9,056,750.90	\$9,126,236.90	\$9,343,383.00	\$8,511,831.00
Open Accounts	235	216	223	221	392	210
Total Outstanding (includes int, liens, etc)	967,634.08	813,974.75	788,533.91	777,145.79	873,612.16	763,156.51
Percentage	0.11	0.09	0.09	0.09	0.09	0.09
Liens Filed	250	207	184	0	203	197
Prepays	196.00	172	189	218	236	220

	<b>Amount Billed</b>	<b>Outstanding</b>	<b>Percentage</b>	
<b>2012-13</b>	\$8,080,833.50	298,373.16	3.692%	
<b>2013-14</b>	\$8,430,117.34	295,666.94	3.507%	
<b>2014-15</b>	\$8,388,981.21	265,176.42	3.161%	
<b>2015-16</b>	\$8,493,286.10	243,326.05	2.865%	
<b>2016-17</b>	\$8,493,286.10	184,504.03	2.172%	
<b>2017-18</b>	\$8,519,074.10	170,127.41	1.997%	
<b>2018-19</b>	\$8,759,753.00	154,247.88	1.761%	
<b>2019-2020</b>	\$9,056,750.90	n/a	n/a	COVID / Northstar
<b>2020-2021</b>	\$9,126,236.90	n/a	n/a	Northstar
<b>2021-2022</b>	\$9,343,383.00	n/a	n/a	Northstar
<b>2022-2023</b>	\$8,511,831.00	141,628.00	1.664%	

Write Off's	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Dues	\$73,092.76	\$38,929.31	\$25,892.07	\$23,796.09	\$30,249.82	\$8,312.28
Interest	\$87,612.82	\$48,604.38	\$36,175.31	\$36,491.89	\$8,019.20	\$6,764.78
Lien	\$6,193.08	\$7,502.64	\$6,769.45	\$3,250.00	\$2,400.00	\$1,854.18
Legal				\$10,671.59	\$5,815.57	\$1,811.40
Other	\$13,910.46	\$14,175.48	\$9,322.46	\$95.00	\$149.86	\$35.00
Total	\$180,809.12	\$109,211.81	\$78,159.29	\$74,304.57	\$46,634.45	\$18,777.64

\*\*Legal Numbers included in "other" for these yrs.



RESOLUTION B-07

PETITIONS

1. **Purpose.** This Resolution provides a format for petitions and the procedures for the submission of petitions to the Board of Directors.
2. **Authority.** Section 4.07 of the By-laws governs petitions to the Board of Directors and requires them to be in a format prescribed by a Resolution adopted by the Board of Directors of the Association.
3. **Format.** Petitions submitted to the Association shall contain the information specified herein.
  - a. **Purpose of Petition.** The purpose of the petition or the action requested must be printed at the top of each page of the petition. Petitions requiring approval by referendum must also contain the specific question, proposal, or action to be presented to the Association members in the referendum, suitable for an affirmative or negative response.
  - b. **Initiation of Petition.** The petition must identify the person(s) initiating the petition and the person(s) who will represent the petitioners. Normally this will be the person(s) initiating the petition. The representative of the petitioners shall be a member eligible to vote. The representative of the petitioners may be assisted by other(s). Any person who assists the representative of the petitioners need not be a member of the Association.
  - c. **Signature Lines.** Petitions must include clearly printed last and first names of each petitioner and either their lot number or Ocean Pines address. Only one member per lot or property may sign the petition. Petitioners must be eligible to vote when the petition is filed. The signature for property owned by a legal entity must be that of an individual authorized to cast a vote for the entity. Signatures obtained over one (1) year prior to filing the petition are not valid.
4. **Samples.** Exact format is not required if the information is legible and understandable.
  - a. Purpose of petition: To request a special meeting of the membership to discuss street lights for all Ocean Pines streets. This petition is organized by John Doe, Section 77, lot 1234 who will represent the petitioners.

PRINTED NAME	SIGNATURE	LOT OR ADDRESS	DATE

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

**DRAFT**

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

PRINTED NAME	SIGNATURE	LOT OR ADDRESS	DATE

5. **Effective Date:** \_\_\_\_\_

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

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

Review History:

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

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

By-laws and Resolutions Advisory Committee: Lara Spangola

Date: 1/10/23



## 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 ~~and associated drainage and other road related maintenance requirements.~~
  - 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.~~



**5. Development of Reserve Requirements.**

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

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

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

**6. Funding the Reserves.**

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

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

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

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

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

a. all revenue generated by the portion of annual charges levied on **privately** owned waterfront property or condominium units having waterfront privileges which is used to defray Association bulkhead and waterway costs attributable to these properties; and

b. a percentage or dollar amount of the annual charge for all lots which funds the bulkhead replacement, dredging, and maintenance requirements of OPA-owned property.

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

a. Funding for this account will come from up to 10% of the yearly Replacement Reserves.

b. The account shall not exceed \$1,000,000 after the yearly contribution as of the new fiscal year. A maximum of \$500,000 may be spent in any one fiscal year.

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

10. **Withdrawal, Transfer, or Commitment of Funds.** All charges against reserve accounts must have approval of the Board of Directors, either in the annual budget process or other Board action. Reserve funds shall not be expended or transferred for purposes other than those for which the fund was established unless approved by the Board in accordance with the Association's By- Laws.

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

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

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

Review History

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

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

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



DRAFT

RESOLUTION M-05  
ANIMAL CONTROL

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

2. **Authority**

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

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

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

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

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

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

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

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

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

Review History

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

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

By-Laws & Resolutions Advisory Committee Lora Copeland Date: 1/10/23

# OPA Board/Advisory Committee Charging Document

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

Date: June 17, 2022

Submitted By: ~~Jim Trummet~~ Lora Pangratz

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

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

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


Review resolution B-02 (Rules of Order for Board Meetings) to determine whether it meets current requirements and practices.


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

The resolution has been overdue for review since October 2022.

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

The Committee has reviewed this resolution and has not determined any specific provisions that merit attention.

Committee Chair: ~~Jim Trummet~~ Lora Pangratz  Date: ~~June 10, 2022~~ January 13, 2023

Board Liaison: Stephen D. Faust  Date: 3/7/23

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

## RESOLUTION B-02

### RULES OF ORDER FOR MEETINGS OF THE BOARD OF DIRECTORS

1. **Purpose.** This Resolution supplements Robert's Rules of Order for the conduct of meetings of the Board of Directors of the Ocean Pines Association, Inc.
2. **Authority.** Section 5.15 of the By-laws of the Ocean Pines Association, Inc. provides that Robert's Rules of Order shall be used to regulate and govern all meetings of the Board of Directors to the extent they are not inconsistent with the By-laws or Resolutions.
3. **The Chairperson.** The Chairperson shall be the President of the Association. In the event the President is unavailable or unwilling to serve or discharge these duties, the Vice President or a Director selected by a majority of the remaining Directors shall act as Chairperson. The Chairperson shall:
  - a. preside at every meeting of the Board, call the meeting to order at the appointed time, and determine the presence of a quorum;
  - b. preserve order and decorum and, in case of disturbance or disorderly conduct by either members of the Board or other attendees, shall take such action as is necessary to restore order; and
  - c. decide points of order. The Chairperson may consult the parliamentarian but all points of order shall be decided by the Chairperson.
4. **General Rules.**
  - a. **Decorum and Courtesy.** Board members and attendees shall behave in a courteous and dignified manner during Board meetings. Board members unable to remain until the meeting is adjourned shall inform the Chairperson of their anticipated departure time at the beginning of the meeting.
  - b. **Authorized Attendees.** Any member of the Association and their agents may attend any open Board meeting. Executive or supervisory employees of the Association and members of the press may also attend unless specifically excluded by a majority vote of the Board members present. Other persons designated by the Board of Directors may be permitted to attend and participate in any open Board meeting.
  - c. **Public Comments.**
    - (1) **Eligibility.** Any member who desires to address the meeting during Public Comments shall be recognized. When beginning comments, members shall state their name and address.
    - (2) **Time Limit and Decorum.** Unless otherwise agreed upon by the Board, members shall limit their comments to no more than five (5) minutes. Public comments shall be addressed to the Board, delivered courteously, and be pertinent to Ocean Pines Association related issues. At a special meeting of the Board, comments shall be limited to items on the agenda for that meeting. Negative personal comments about or directed to any Board

member or member of the Association shall be ruled out of order. If the discourteous comments continue, the member will be asked to leave the meeting by the Chairperson.

d. **Voting.** Voting will be as designated by the Chairperson.

**5. Effective Date:** November 19, 2008

Adopted by the Board of Directors on November 19, 2008

President /S/ David M. Stevens 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

# OPA Board/Advisory Committee Charging Document

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

Date: May 27, 2022

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

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

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

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

Review Resolution B-03 (Meetings of Association Members).

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

B-03 has been overdue for review since October 2020.

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

The annual meeting agenda for the 2021 Annual Meeting did not correspond to the format as indicated in B-03. If amendments to B-03 are considered, it suggested that the resolution indicate that the agenda may be modified as necessary satisfy meeting requirements.

The 2021 Annual Meeting notice and agenda was signed by the Association President. However, Section 4.04 of the By-laws specifies that "...the Secretary shall provide written notice of the annual or a special meeting of the members...".

B-03 does not cover remote attendance or live streaming if either manner of communication or participation is considered. If live streaming is considered, the question of whether that must permit remote participation could be an issue.

Committee Chair: ~~Jim Trummel~~ Lora Pangratz Date: ~~May 27, 2022~~ January 13, 2023

Board Liaison: ~~Steph A. Jank~~ Date: ~~2/7/23~~

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



## RESOLUTION B-03

### MEETINGS OF ASSOCIATION MEMBERS

1. **Purpose.** This Resolution supplements Robert's Rules of Order for the conduct of the meetings of the members of the Ocean Pines Association, Inc.
2. **Authority.** Section 4.06 of the By-laws of the Ocean Pines Association, Inc. provides for the use of Robert's Rules of Order to regulate and govern the conduct of meetings of Association members and provides that the Board of Directors may adopt Resolutions for the conduct of meetings.
3. **Meetings of the Members.** Section 4.02 of the By-laws provides that the annual meeting of the members of the Association for the validation of the results of an election of Directors and for the transaction of such other business as may properly come before the meeting shall be held on the second Saturday of August of each year. Section 4.03 of the By-laws provides for special meetings. **Meetings of the Association may be held as Virtual Meeting or a hybrid of a Virtual Meeting and in-person meeting as directed by the Association's President.**
  - a. **Virtual Meeting Requirements.** To hold a Virtual Meeting or a hybrid meeting the following requirements must be met:
    - i. The equipment or system must permit any Member, Board Member or Committee Member in attendance to hear and be heard by all others participating in the meeting.
    - ii. The General Manager shall report to the Board not less than 30 days prior to the annual meeting that the equipment or system is able to ensure that only qualified members of Ocean Pines may be counted toward a quorum, to vote and to fully participate in the meeting.
    - iii. A link or instructions on how to access the Virtual Meeting shall be included in the notice of the meeting
  - b. Any Member attending a Virtual Meeting shall be deemed present for quorum, voting purposes and full participation, as applicable in the particular meeting.
  - c. The inability of a Member to join a meeting due to technical difficulties with the Member's telephone, computer or other electronic device does not invalidate the meeting or any action taken at the meeting.
  - d. **Voting at Member Virtual Meetings.**
    - i. Any matter requiring a vote of the Association (Members) at the meeting, may be set by the President for a vote at the Virtual Meeting of the Members and a ballot may be delivered to Members with notice of the meeting.
    - ii. Only those Members present at the Virtual Meeting shall be authorized to vote a ballot in accordance with the subsection and Section IIB-113.6(c)(1)(i) of the Act and only is to be ballot voting at the Virtual Meeting.
    - iii. Members who are not present at the meeting may:

1. Vote by electronic transmission or
  2. Vote by proxy in accordance with the requirements of the Bylaws and Act; and be considered present for quorum purposes through their proxy.
- iv. The President may set a reasonable deadline for return of a ballot to the Association, including return by electronic transmission, but the deadline for return of the ballot shall be not later than 24 hours after the conclusion of the meeting.

4. **The Presiding Officer.** The Presiding Officer shall be the President of the Association. In the event the President is unavailable or unwilling to serve or discharge these duties, the Vice President or a Director selected by a majority of the remaining Directors shall act as chairperson. The Presiding Officer shall:

- a. take the chair at every meeting of the members at the appointed time and call the meeting to order;
- b. appoint a qualified person to act as recorder under the direction of the Secretary, appoint a qualified person to act as parliamentarian, and appoint a qualified person to act as timekeeper;
- c. preserve order and decorum and, in case of disturbance or disorderly conduct, take such action as is necessary to restore order;
- d. determine the method of voting to be used, in accordance with Section 3.05 of the Bylaws; and
- e. decide points of order. The Presiding Officer may consult the parliamentarian but all points of order shall be decided by the Presiding Officer.

5. **General Rules.**

- a. **Points of Order.** The Presiding Officer's decision on a point of order shall be final unless overruled by a majority vote of the voting members present in person.
- b. **Determination of a Quorum.** The acceptance of the presence of a quorum of voting members either in person or by proxy shall be determined by a report from the Elections Committee.

c. **Decorum and Debate.**

(1) **Eligibility.** Association members or their agents shall be permitted the use and privilege of the floor. All others must be recognized by the Presiding Officer or obtain permission by a majority vote of the members present in person.

(2) **Procedure.** A member or member's agent desiring to address the meeting or make any motion shall rise and, on being recognized, proceed to the podium or a microphone and give his or her name and address. Agents shall identify themselves and state the name and address of the member they represent.

Comments shall be delivered courteously. Negative personal comments about or directed to another person shall be ruled out of order.

(3) **Time limits.** Unless otherwise agreed to by the members present, no member may speak longer than five (5) minutes at a time or more than twice on the same question. No member may speak a second time on the same question as long as another member who has not spoken desires the floor, unless he be the mover, proposer or introducer of the matter pending, in which case he shall be permitted to speak in reply to all questions directed through the Presiding Officer.

(4) **Voting.** Voting on substantive issues shall be by proxy and by use of voting cards. Proxy voting shall be cast at the direction of the Presiding Officer but only on those issues qualifying under and in accordance with the provisions of the Bylaws.

d. **Motions.** The following rules apply to all substantive motions.

(1) **Writing.** Every substantive motion shall be reduced to writing and shall be entered in the minutes with the name of the member making it.

(2) **Reading and Seconding.** When a motion has been made, the Presiding Officer shall cause it to be read aloud before being debated. A motion shall require a second before it is debated, and if the motion receives no second, the motion fails.

(3) **Amendments.** No motion on a subject different from that under consideration shall be admitted as an amendment. When a motion is under consideration, a motion to amend and a motion to amend that amendment shall be in order. It shall also be in order to offer a further amendment by the way of substitute, to which one amendment may be offered.

(4) **Calling the Question.** When it appears no additional comments on an issue are forthcoming, the Presiding Officer shall call the question. In addition, there may be a motion to vote on the previous question, which, being ordered by a two-thirds (2/3) affirmative vote of the members voting in person, shall terminate all debate and bring the body to direct vote upon the immediate question or questions on which it has been asked and ordered. All incidental questions of order arising after a motion is made for the previous question, and pending such motion, shall be decided, whether on appeal or otherwise, without debate.

## 6. **Order of Business.**

### a. **For the Annual Meeting of the Members.**

Call to order at the appointed time

Appointments

Recorder

Parliamentarian

Timekeeper

Others

Ascertainment of Quorum

Approval of Agenda  
Approval of Minutes  
Reports  
Pending Business  
Election Committee Report  
Public Comments  
Adjournment

**b. For a Special Meeting of the Members.**

Call to order at the appointed time  
Appointments  
Recorder  
Parliamentarian  
Timekeeper  
Others  
Ascertainment of Quorum  
Comments by the Presiding Officer  
Introduction and discussion of items(s) contained in the call of the meeting.  
Public Comments  
Adjournment

**7. 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

# OPA Board/Advisory Committee Charging Document

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

Date: June 17, 2022

Submitted By: ~~Jim Trummel~~ Lora Pangratz

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

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

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

Review resolution B-05 (Conflict of Interest).

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


The resolution has been overdue for review since October 2020.

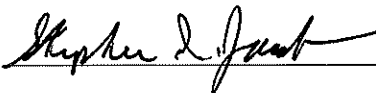
**Discussion:** (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

B-05 implements charter provisions, in particular a provision which refers to the Maryland Code. The current version of the resolution has been in effect since December 2008. It is timely to determine whether the resolution meets current Code provisions and Association policy regarding conflict of interest.

The Charter Article references in Authority are no longer current due to a renumbering of Articles in the 2013 Amendment and Restatement.

The current version was reviewed and signed by the then Association counsel. It is recommended that a review also include current counsel.

Committee Chair: ~~Jim Trummel~~ Lora Pangratz  Date: ~~June 10, 2022~~ January 13, 2023

Board Liaison: Stephen D. Faust  Date: 3/7/23

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

## RESOLUTION B-05

### CONFLICTS OF INTEREST

1. **Purpose.** This Resolution provides policy regarding conflicts of interest for members of the Board of Directors, officers, employees, and committee members of the Ocean Pines Association, Inc.

2. **Authority.** Article TENTH of the Charter of the Association requires Directors and officers to disclose a financial or other interest in contracts or transactions of the Association. Article THIRD of the Charter authorizes the Board of Directors to establish committees and appoint the members of those committees. Section 5.14(d) of the By-laws of the Association authorizes the Board of Directors to establish conditions of employment for all employees of the Association.

#### 3. **Policy.**

a. **Conflict of Interest.** No Director, officer, employee, or committee member of the Association shall recommend a course of action or make a decision on behalf of the Association with respect to any matter in which he has, or hopes to have, a direct or indirect financial interest or in which a family member or employer (other than the Association) has, or hopes to have, a financial interest. This policy shall not prohibit the furnishing of unbiased factual information for recommendation or action by others. Directors, officers, employees, and committee members shall be alert to, and sensitive to, any appearance of a conflict of interest and shall avoid such appearances.

b. **Confidential Information.** No Director, officer, employee, or committee member shall use confidential information received in the course of his Association duties to benefit any person, company, corporation, or proprietorship.

c. **Gifts and Gratuities.** No Director, officer, employee, or committee member shall accept gifts or gratuities from a corporation, company, proprietorship, or person seeking or doing business with the Association. Exceptions: meals of nominal value during the course of meetings at which Association business is discussed or gifts which are clearly based on relationships not related to the Association such as family or long standing social relationships.

#### 4. **Definitions.**

a. **Matter.** Matter includes, but is not limited to, a purchase, a contract, any action (such as a resolution or approval of a contract or purchase), a personnel action or disposal of Association assets.

b. **Financial Interest.** Financial Interest includes, but is not limited to, a partial or total ownership of a company, partnership, or proprietorship involved in a matter, or potentially involved in a matter, either as the prime participant or as a subcontractor or supplier. It also includes a fee, wage, or salary relationship with the prime participant, subcontractor, or supplier whether or not the fee, wage, or salary is directly related to the matter. Financial interest does not include ownership of, or control over, publicly traded securities in which the number of securities held is insufficient to influence the decisions of the issuer.

**c. Family Member.** A spouse, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or grandchild who has a Financial Interest as defined in paragraph 4.b and the interest is known by the Director, committee member, officer, or employee.

**d. Employer.** A company, partnership, proprietorship, or individual which furnishes compensation to or which is discussing or negotiating future compensation with a Director, officer, employee, or committee member of the Association whether or not the compensation is related to the matter.

**5. Notification.** Any Director, officer, or committee member of the Association who has or may have a conflict of interest or who has or may have the appearance of a conflict of interest shall notify the Board of Directors and shall refrain from making recommendations or taking action with respect to the matter. Any employee who has or may have a conflict of interest or the appearance of a conflict of interest shall notify the General Manager through normal reporting channels and shall refrain from making recommendations or taking action with respect to the matter.

**6. Remedies.** Any Director, officer, employee, or committee member of the Association may be removed from his position for violation of this policy.

**7. 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: /S/ Joseph Moore Date: December 5, 2008

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

Date: December 5, 2008

# OPA Board/Advisory Committee Charging Document

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

Date: June 17, 2022

Submitted By: ~~Jim Trummel~~ Lora Pangratz

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

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

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

Review resolution B-06 (Indemnification Policy) to determine whether it incorporates current Board policy.

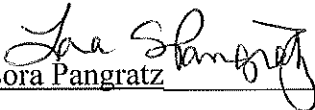
**Background:** (Explain the environment of why the Board/Committee wants and/or needs the actions performed):

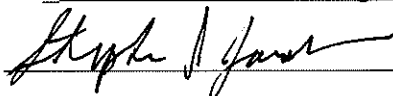
The resolution has been over due for review since October 2020.

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

It is recommended that consideration be given to having the resolution reviewed by counsel. The provisions in the Charter (now in Article SEVENTH) and resolution are based on a Maryland Code provision. The resolution does not indicate a previous review by counsel

B-06 extends indemnification to volunteers although that category is not expressly identified in the Charter or the Code.

Committee Chair: ~~Jim Trummel~~ Lora Pangratz  Date: ~~June 10, 2022~~ January 13, 2023

Board Liaison:  Date: 3/7/23

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



**RESOLUTION B-06**

**INDEMNIFICATION POLICY**

1. **Purpose.** This Resolution states the policy whereby the Ocean Pines Association, Inc. indemnifies volunteers, employees, and agents who provide services or perform functions on behalf of the Association. While acting on behalf of the Association, these individuals may become subject to claims by third parties seeking to hold them liable for such activities. If they are held liable it is in the Association's best interest to indemnify them if they were acting within the authorized scope of employment, and to indemnify them for their reasonable expenses in defending such claims, to the extent permitted by law.

2. **Authority.** Article EIGHTH of the Charter states the Association may indemnify a representative of the Association, in addition to Directors and officers, in connection with a proceeding to the fullest extent of Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland.

3. **Conditions of Indemnification.** Indemnification shall be given only to those persons who are acting within the scope of their designated authority and shall not extend to those persons who exceed the scope of the designated authority or who act outside the authority granted by the Association.

4. **Indemnification of Volunteers.** In the event persons not employed by the Association act as volunteers for official functions of the Association and are acting upon the request of the Association, they shall be indemnified and held harmless by the Association for all activities, actions, and other matters performed within the scope of the requested activity.

5. **Indemnification of Employees and Agents.** Employees and agents of the Association who are acting within the scope of their delegated authority shall be indemnified and held harmless by the Association for all actions performed within the scope of their employment or agency.

6. **Approval of Indemnification.** Indemnification shall be made only for specific proceedings and after a determination that it is permissible under the law. Indemnification shall be approved in accordance with Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland and Article EIGHTH of the Charter.

7. **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

Board of nine (9) Directors, each of whom shall be a member of the Association eligible to vote."?

PRINTED NAME	SIGNATURE	LOT OR ADDRESS	DATE

5. **Effective Date:** November 19, 2008

Adopted by the Board of Directors on November 19, 2008

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

Review History:

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

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

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

Date: December 5, 2008

# ATTACHMENT 2

## OPA Board/Advisory Committee Charging Document

Requested for Performance by:  Board

Bylaws and Resolutions Advisory Committee

Submitted by: OPA Board Liaison

For inclusion in meeting to be held on: \_\_\_\_\_, 2023

Request:  The Board requests the Bylaws and Resolutions Advisory Committee to:

The Bylaws and Resolutions Advisory Committee requests the Board to:

**Background:** Upon review of Governing documents posted on the OPA Website under Governing Documents/ Book of Resolutions/ Financial and Budgetary Resolutions (<https://www.oceanpines.org/web/pages/board-of-directors>) there is a document listed with the title "Convenience Fee Resolution – dated 2/25/17" (attached). This document is neither assigned a resolution number, nor does it contain the typical formatting or required signatures of a resolution. This committee does not have a record of this "resolution" and was not tracking it.

**Discussion:** The C-04 Committee speculates that this document may have been intended to be part of the OPA Financial Management Procedure Manual. However, if it was the Board's intention that this become a new Resolution, it will need to be properly formatted, assigned a number, contain the proper signatures, and be added to this committee's records. If not, was it intended to be a new policy included in one of the Financial Manuals? Please advise.

Committee Chair: Lora Pangratz *Lora Pangratz* Date: 3/10/23

Board Liaison: Steve Jacobs *Steve Jacobs* Date: 3/7/23

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

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF OCEAN PINES ASSOCIATION, INC.**

**WHEREAS**, Ocean Pines Association, Inc. ("Association") is a Maryland homeowners association.

**WHEREAS**, Paragraph 12(D) of the Declarations of Restrictions for the various Sections within the Association obligates each Owner to pay the uniform annual charge assessed by the Association.

**WHEREAS**, the Board of Directors wishes to allow Owners the convenience to render payment for the annual charge by use of a credit card.

**WHEREAS**, the Association incurs additional costs related to every credit card transaction;

**WHEREAS**, to cover the additional costs associated with the use of credit cards, the Board of Directors finds it necessary to charge those Owners who voluntarily wish to pay the annual charge by credit card an additional fee for use of the credit card, in addition to the annual charge ("Convenience Fee").

**NOW THEREFORE**, the Board of Directors of the Association duly adopts the following resolution:

**RESOLVED:** Owners are permitted to render payment for the annual charge by use of a credit card that the Association accepts under a merchant agreement with the credit card company.

**RESOLVED:** If an Owner wishes to use a credit card, the Owner must also pay the Convenience Fee at the same time the credit card transaction is processed. The Convenience Fee can be paid in cash or through the same credit card transaction.

**RESOLVED:** The Convenience Fee shall be a fixed dollar amount set by the General Manager, but shall not exceed 4% of the annual charge being paid by credit card.

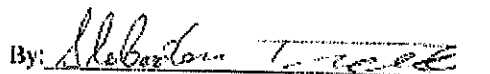
**RESOLVED:** Owners will be informed of the Convenience Fee prior to the credit card transaction, and notice of the Convenience Fee will be provided at the desk of the Administrative Office.

Approved by a vote of the Board of Directors on the 25 day of February, 2017.

**ATTEST:**

**OCEAN PINES ASSOCIATION, INC.**

By:   
Print Name: Tom Herrick, President

By:   
Print Name: \_\_\_\_\_ Secretary  
SLOBODAN TRENDIC



**Resolution B-09**

**VIDEO RECORDINGS AND RECORDS RETENTION POLICY**

1. **Purpose.** This Resolution establishes policy for video recording of Board of Directors (BOD) and Committee Meetings and retention of associated electronic records, as required by the needs of the Association in addition to, and apart from, any archival requirements required by statute.
2. **Authority.** Section 7.01 of the Bylaws of Ocean Pines Association, Inc directs that Cooperate records be kept and made available on request to members of the Association or their agents.
3. **Policy.** Any BOD and Committee meeting recorded videos and their associated meeting minutes shall be preserved using appropriate storage technology. This may be either on site at the Ocean Pines Association or on systems supplied by a cloud services provider. Any BOD and Committee meeting recorded videos and their associated meeting minutes will be made available on the Ocean Pines Association's web site as follows:
  - a. **BOD Meetings**
    1. Unless decided by a majority vote of the Board, all open Board meetings and all member meetings shall be video recorded.
    2. Meeting videos will be retained for a period of 5 years after which time they will be removed from the web site and deleted from the identified storage location.
    3. Meeting minutes will be retained for a period of 5 years after which time they will be removed from the web site and delete from the identified storage location.
  - b. **Committee Meetings**
    1. Each committee shall decide whether it will record their meetings. Each committee, at least yearly, shall inform the General Manager, through its Board Liaison, of that decision.
    2. Meeting videos will be retained for a period of 2 months after which time they will be removed from the web site and deleted from the identified storage location.
    3. Meeting minutes will be retained for a period of 3 years after which time they will be removed from the web site and deleted from the identified storage location.
4. **Archive Management.** The General Manager will ensure this archive is maintained in accordance with this resolution and all applicable State Laws. The General Manager will ensure a log of all such records archived is maintained including when such records were posted. The General Manager will have the authority to delete such records when their retention period has expired and will document the date of such deletions in the log.

**5. Effective Date:**

Adopted by the Board of Directors on \_\_\_\_\_

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

**Review History:**

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

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

By- Laws and Resolution Advisory Committee: \_\_\_\_\_

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

C-04 Committee question for consideration:

1. Bylaws Article VII:

*“Section 7.01. Maintenance. Except as otherwise provided by the laws of the State of Maryland, the books and **records** of the Association shall be kept at such place or places as the custodian thereof selects within the State of Maryland. All such books and records or copies thereof **shall be made available on request** to members of the Association or their agents at any reasonable time.”*

This committee recommends legal Counsel review this section of the Bylaws to ensure that an interpretation of “**records**” and “**shall be made available on request**” does not conflict with any Maryland HOA Act statutes or this Resolution’s restrictions on archival of minutes or video recordings provided in this resolution.



## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Patricia Benner

2. Address: 223 Ocean Parkway Berlin MD 21811

3. Email: gbenner@mchsi.com; patricia.a.benner@nasa.gov

4. Telephone: 443-880-3664 Property Owner for 22 (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 checked="" type="checkbox"/>
<input type="checkbox"/> Golf	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Marine Activities	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Racquet Sports	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment	<input type="checkbox"/>

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

6. Why do you want to be on this Committee? Sewardship and conservation of our natural assets is critical to the morale and health of our community.

7. What knowledge/input can you offer to this Committee? MEEd Secondary Science- Earth Systems, Climate & Environmental Science educator, Chesapeake Bay Mentor teacher, AMS certified. In general, life-long learner with a passion for science!

Patricia Benner 2/24/23  
Signature Date

1<sup>st</sup> Endorsement from Committee Chairperson:  
Comment: \_\_\_\_\_

Sharon Santacroce 3/14/23  
Signature Date

2<sup>nd</sup> Endorsement from Board Liaison to Committee:  
Comment: \_\_\_\_\_

*Henry M. Paul* 3/15/23  
Signature Date

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

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

## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: <u>Sherrie Clifford</u>	
2. Address: <u>103 Teal Circle, Ocean Pines, MD 21811</u>	
3. Email: <u>info@oceanpinesroc.com</u>	
4. Telephone: <u>856-873-6029</u>	Property Owner for <u>2.5</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 type="checkbox"/> Strategic planning	Re-Appointment <input type="checkbox"/>
<input checked="" type="checkbox"/> Search	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Marine Activities	Re-Appointment <input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment <input type="checkbox"/>
Impending Term: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> ~ Term will expire: <u>2nd</u>	
6. Why do you want to be on this Committee? <u>Being involved in the Ocean Pines Community is very important for the residents. I have hands-on experience in social media platforms, marketing, database design, programming, project management and bring both technical and interpersonal skills to the committee.</u>	
7. What knowledge/input can you offer to this Committee? <u>I have extensive knowledge and experience in the hiring of employees, interviewing candidates, contract negotiations and data verification.</u>	
<u>Sherrie Clifford</u> Signature	<u>3/6/2023</u> Date
1 <sup>st</sup> Endorsement from Committee Chairperson: Comment: _____ _____ Signature Date	
2 <sup>nd</sup> Endorsement from Board Liaison to Committee: Comment: <u>I do not endorse this applicant</u> <u>[Signature]</u> Signature Date <u>3/6/2023</u>	
Board Action: _____ Date: _____	
_____ President's Signature Date	

# OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Angela K. Hunter  
 2. Address: 1 Portage Court, Ocean Pines MD  
 3. Email: akhunter5871@gmail.com

4. Telephone: 610-462-6575 Property Owner for 5 (years)

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

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

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

6. Why do you want to be on this Committee? I would like to become more involved in the Ocean Pines tennis and racquet sports community. I feel I would be a big help to the committee when organizing tournaments and events.

7. What knowledge/input can you offer to this Committee? see attached.

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

1<sup>st</sup> Endorsement from Committee Chairperson:  
 Comment: Angela responded months ago. She brings additional tennis knowledge to the table.  
 Signature Susan Morris Date 2/15/23

2<sup>nd</sup> Endorsement from Board Liaison to Committee:  
 Comment: \_\_\_\_\_  
 Signature Collette M... Date 2/28/23

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

## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Helen Johnson

2. Address: 24 Portside Ct, Ocean Pines, MD 21811

3. Email: helenjoh@gmail.com

4. Telephone: 443-540-7603 Property Owner for 5 (years)

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

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

Potential Term: 1st 2nd 3rd ~ Term will expire: 3/7/2023

6. Why do you want to be on this Committee? Excellent opportunity to learn from colleague = OP community leaders. New perspective first term.

7. What knowledge/input can you offer to this Committee? I've demonstrated my ability to work in groups & be a contributing member during 1st term.

Helen Johnson 2/20/2023  
Signature Date

---

1st Endorsement from Committee Chairperson:  
 Comment: Helen has been instrumental in the committee!  
[Signature] 3/16/23  
 Signature Date

---

2nd Endorsement from Board Liaison to Committee:  
 Comment: SHE IS EXCELLENT. APPROVE THIS CANDIDATE!  
[Signature] 3/16/2023  
 Signature Date

---

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

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

# OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Gary Miller -

2. Address: \_\_\_\_\_

3. Email: \_\_\_\_\_

4. Telephone: \_\_\_\_\_ Property Owner for \_\_\_\_\_ (years)

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

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

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

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

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

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

1<sup>st</sup> Endorsement from Committee Chairperson:

Comment: CHANGE OF CHAIR FROM

Ellen Hench Ellen Hench

Signature \_\_\_\_\_ Date 3-14-23

2<sup>nd</sup> Endorsement from Board Liaison to Committee:

Comment: \_\_\_\_\_ TO Gary Miller

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

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

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

\* - would like the Chair position to be assigned to Gary Miller *GM*