



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

Saturday, May 18, 2024  
9:00 AM, Clubhouse Meeting Room

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_N2UwN2Q3N2UtMWVmYS00MjAyLTk1MWMtOTMwNzk3MGNjZjNj%40thread.v2/0?context=%7b%22tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2UwN2Q3N2UtMWVmYS00MjAyLTk1MWMtOTMwNzk3MGNjZjNj%40thread.v2/0?context=%7b%22tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d)

Call to Order – Rick Farr, President

Pledge of Allegiance

Approval of Agenda

Approval of Minutes –

April 20, 2024 – Regular Meeting  
April 24, 2024 – Special Meeting

President's Remarks

Swearing In of Officer Michael Ebersole – Rick Farr

GM Report – John Viola

Treasurer's Report – Monica Rakowski

Public Comments –

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

Capital Requests –

Public Works – Ford SUV

CPI Violations –

240 Ocean Parkway (6)	43 Tail of the Fox Drive	16 Footbridge Trail (2)
5 Windjammer Road (2)	12 Southwind Court (2)	1350 Ocean Parkway
10 Windjammer Road (2)	85 Martinique Circle	44 Brandywine Drive
2 Mates Court	1 Brandywine Drive	26 Morning Mist Drive
13 Riverside Court		

Unfinished Business –

None

New Business –

First reading of changes to Resolution F-04 (Delinquent Assessments) – Monica Rakowski

Discussion on establishing a committee for Season Kickoff – Monica Rakowski

Discussion on Historical Task Group – Elaine Brady

Appointments –

Kevin Middleton – Chair – Architectural Review

G. Frederick Robinson – 1<sup>st</sup> Term – Elections

Adjournment



OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS' REGULAR MEETING  
Saturday, April 20, 2024  
9:00 a.m., Clubhouse Meeting Room

PRESENT: Rick Farr, Stuart Lakernick, Monica Rakowski, John Latham, Elaine Brady, Jeff Heavner, and Steve Jacobs.

ALSO PRESENT: John Viola (General Manager), 27 Association members, and approximately 19 attendees through Microsoft Teams.

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

**Approval of Agenda –**

Dr. Lakernick moved to accept the agenda, Ms. Brady seconded.

Mr. Jacobs moved to amend the agenda to remove the approval of Resolution M-06, as it contains no attachments. Mr. Latham noted that Resolution M-06 in its entirety has already been reviewed by counsel and forwarded to the entire Board.

Mr. Farr moved to accept the amended agenda, Ms. Rakowski seconded, all in favor.

**Approval of Minutes –**

Dr. Lakernick moved to accept the minutes from the March 23, 2024 Regular Meeting, Mr. Latham seconded, all in favor.

**Commendation and plaque presentation to Stephen Decatur High School wrestling team**

**President's Remarks – Rick Farr**

Mr. Farr thanked John Viola and staff for all the work they do for Ocean Pines. He also congratulated two staff members for the recent promotions – Eddie Wells to Senior Director of Public Works and Mark Swift to Assistant Controller. He also thanked, on behalf of the Board, those that attended the volunteer appreciation dinner and for making it a success. As a reminder, Ocean Pines Day will be held today from 3:00-7:00 p.m. at White Horse Park – thanks to Gary Miller, Linda Yurche, and Ocean Pines staff for working together on this event.

**Swearing in of Officer Freddie Howard – Rick Farr**

**GM Report – John Viola (attached)**

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

**Public Comments –**

Bernie McGorry – 11 Leslie Mews

Cathy Noble – 8 Carriage Lane

Daryl Noble – 8 Carriage Lane

### **Capital Requests –**

Aquatics – Swim & Racquet Pool Splash Pade Resurfacing

Dr. Lakernick moved to accept the recommendation, Ms. Brady seconded, all in favor.

### **CPI Violations –**

Dr. Lakernick moved to forward the violations to legal and suspend voting and amenity rights, Ms. Brady seconded, all in favor.

### **Unfinished Business – None**

### **New Business –**

Second reading of changes to Resolution C-01 (Committee General Policy) – John Latham

Discussion: Mr. Jacobs suggested attaching the committee application form for prospective members.

Dr. Lakernick moved to approve changes to Resolution C-01, Ms. Rakowski seconded, all in favor.

Second reading of changes to Resolution C-03 (Budget and Finance Advisory Committee) – John Latham

Ms. Rakowski moved to approve the changes to Resolution C-03, Mr. Heavner seconded, all in favor.

Second reading of revisions to the Architectural Review Committee Guidelines – Elaine Brady

Ms. Brady moved to amend the document to include that candidate signs will no longer need approval prior to posting on property, and paving now requires a permit. Dr. Lakernick seconded.

Ms. Rakowski moved to approve the revisions to the Architectural Review Committee Guidelines as amended, Mr. Jacobs seconded, all in favor.

Motion to repeal Resolution C-14 (Racquet Sports Committee) – Rick Farr

Dr. Lakernick moved to repeal Resolution C-14, Ms. Rakowski seconded, and the motion passed 6-1, with Mr. Jacobs opposed.

Discussion on East Room and Anna Foulz Room – Elaine Brady

After discussion, Mr. Farr moved to direct operations to acknowledge both the Phyllis East Room and the Anna Foulz Room with a plaque and informational document, Mr. Latham seconded, all in favor.

Discussion on establishing a Historical Work Group – Elaine Brady

After discussion, Mr. Farr assigned Ms. Brady to take the lead on establishing the work group, with also providing information about who will be on the work group and the period of time needed.

### **Appointments –**

Dr. Lakernick moved to accept the following appointments, Ms. Brady seconded, and the appointments were all approved unanimously:

Wesley Blakeslee – 2<sup>nd</sup> Term – Strategic Planning

Michael Galello – 1<sup>st</sup> Term – Architectural Review

Robert Long – 3<sup>rd</sup> Term – Golf

**Adjournment** – Ms. Rakowski moved to adjourn, Dr. Lakernick seconded, all in favor.  
The meeting adjourned at 10:25 a.m.

Respectfully submitted:  
John Latham, Secretary





OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS' SPECIAL MEETING  
Wednesday, April 24, 2024  
7:00 p.m., Board Room

PRESENT: Rick Farr, Monica Rakowski, John Latham, Elaine Brady, Jeff Heavner, and Steve Jacobs. Stuart Lakernick attended via Microsoft Teams.

ALSO PRESENT: 9 Association members and approximately 6 attendees through Microsoft Teams.

**Call to Order** – Rick Farr called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

**Approval of Agenda** –

Ms. Rakowski moved to accept the agenda, Ms. Brady seconded, all in favor.

**President's Remarks – Rick Farr**

Mr. Farr thanked the Elections Committee for their work on obtaining bids for election vendors.

**Public Comments** –

Amy Peck – 109 White Horse Drive  
Sherrie Clifford – 103 Teal Circle

**New Business** –

Second reading of changes to Resolution M-06 (Elections and Referendum Procedures) –  
John Latham

Ms. Rakowski seconded.

Discussion: Audit of the election process will remain in the changes to the resolution.

Ms. Brady moved to approve the changes to Resolution M-06, Ms. Rakowski seconded, all in favor.

Motion to approve Election Committee recommendation for election vendor – Rick Farr  
Discussion: MK Election Services recommended over Yes Elections due to observable online counts. The drop box will still be available at the Police Station for those that prefer to drop their ballots off. Mr. Jacobs noted the significant difference in the cost between the two vendors and questioned saving money for an unobservable count. Dr. Lakernick commented that observable counts should be preferred due to transparency.

Mr. Farr moved to approve the recommended bid for MK Election Services, Dr. Lakernick seconded, and the motion passed 6-1 with Mr. Jacobs opposed.

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

The meeting adjourned at 7:42 p.m.

Respectfully submitted:  
John Latham, Secretary



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

DEPARTMENT Public Works DATE May 15, 2024  
 ITEM DESCRIPTION 2023 Ford SUV 4WD 2Door  
 FOR REPLACEMENT OF (if applicable) \_\_\_\_\_  
 RESERVE STUDY - PAGE # \_\_\_\_\_ LINE# \_\_\_\_\_ BUDGET AMOUNT \$ \_\_\_\_\_

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
Frederick Ford of Seaford 26905 Sussex Hwy Seaford De 19973	\$44,400.00 sales tax: \$2,664.00 tags: \$100.00 Total: \$47,164.00		This truck available on is on the lot.
Hertrich of Elkton 1147 E. Pulaski Hwy Elkton, MD 21921	\$42,740.00 sales tax: \$2,603.34 tags: \$100.00 Total: \$45,443.34		This truck is on the lot and is available for purchase. We would prefer to purchase from this dealership. Preferred Vendor, Staff Recommendation
Hertrich Fleet Services 1427 Bay Road Milford, DE 19966	\$43,538.00 sales tax: \$2,612.28 tags: \$100.00 Total: \$46,250.28		This truck has to be ordered and will take 3 to 6 months to be built

DEPT. HEAD <u>[Signature]</u> DATE <u>5/15/24</u> <u>[Signature]</u> DATE <u>5-13-24</u> ACCOUNTING <u>[Signature]</u> DATE <u>5/16/24</u>	APPROVAL <u>[Signature]</u> DATE <u>5/15/24</u> GENERAL MANAGER BOARD _____ DATE _____
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\*Please limit 1 item per sheet



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

**DATE:** 05/12/2024

**TOPIC:** Resolution F-04

**FOR INCLUSION IN MEETING HELD ON:** May 18,2024

**SUBMITTED BY:** Monica M Rakowski

**TOPIC:** First reading of proposed changes to consider and adopt Revisions to Resolution F-04 as revised.

**CONCISE STATEMENT:** To establish policy for the collection of delinquent annual charges (assessments).

**BACKGROUND:** Effort to document the actions the Board of Directors is authorized to take for the collection of delinquent annual charges (assessments).



## RESOLUTION F-04

### DELINQUENT ASSESSMENTS

1. **Purpose.** To establish policy for the collection of delinquent annual charges (assessments).
2. **Authority.** The Association's Declarations of Restrictions and Articles of Restatement cite actions that the Board of Directors is authorized to take for the collection of delinquent annual charges (assessments) including the establishment of the annual rate of interest to be assessed on unpaid charges from the date of delinquency.
3. **Policy.** The Association, through its General Manager, will take the following actions to ensure delinquent annual charges are paid:

#### a. During First Year of Delinquency

~~(1) By July 1. As to members who have failed to pay annual dues in full, a~~ letter ~~will be is~~ sent ~~by OPA~~ notifying ~~the~~ member of delinquency with: ~~i) demand request~~ for payment, which will include interest calculated at the annual rate established each year by the Board of Directors; ~~ii) notice that continued non-payment could result in suspension of voting rights and/or rights to use amenities; and iii) notice of suspension of recreation/amenity privileges, and notice that continued non-payment will also result in referral to legal counsel for collection and associated attorney's fees being added to account~~ ~~a timetable of future actions that will be taken should payments not be forthcoming.~~ The letter ~~from OPA~~ is signed by the Assessment Supervisor.

~~(1)~~ ~~\_\_\_\_\_~~ ~~(2)~~ By July 30, either at the regular Board meeting, at a special meeting of the Board, or by unanimous consent of the Board without a meeting: the Board shall be informed by OPA staff, through a list by street address (but omitting owner names), of all delinquent accounts; the Board shall determine at that meeting whether to suspend the voting rights and/or amenity use rights of those delinquent owners, which suspension shall continue as long as the account remains delinquent; and OPA shall promptly provide written notice to all delinquent owners as to suspension of their voting rights and/or rights to use amenities. (Note: Consistent with Section 3.01(c) of the OPA Bylaws, owners/members whose voting rights are suspended, and who have not paid in full all dues and charges owing to OPA at least 35 days prior to the election voting deadline, will be ineligible to vote in the election.)

(3) Members may request a payment plan for payment of assessments over time, in accordance with Ocean Pines payment plan policies. Although compliance with an approved payment plan may (in the discretion of the Board) allow a member to avoid suspension of amenity use rights and/or may (in the discretion of the GM and/or the Board) delay foreclosure of a lien, it will not alter the process of establishing a lien for non-payment, nor will it render a member eligible to vote.

~~(2) **By August 1.** A letter is sent notifying member to contact OPA Membership office to pay annual charge or to make arrangements for special payments. Notify member a lien shall be placed on the property and additional steps may be taken if a response is not received by September 1. The letter is sent by certified mail and signed by the Assessment Supervisor.~~

~~(3) **By August - September 15/30.** If delinquency continues, a letter is sent by OPA notifying member that, if the account is not paid in full by September 15, the account will be referred to OPA legal counsel for collection and associated attorney's fees being added to account. lien action is being started and this matter is being forwarded to our attorney for appropriate legal action which may include foreclosure. The letter is sent by certified mail and signed by the Assessment Supervisor.~~

~~(4) **By October 31,** any accounts in continuing delinquency status will be referred to OPA legal counsel for collection. Legal counsel will promptly send to the owner(s) a notice of intent to claim a lien, consistent with the Maryland Contract Lien Act, and shall otherwise proceed to establish a lien against the property. File a lien against the property and send notice of that filing.~~

~~(5) **By November 30,** A letter sent from our attorney's office.~~

~~(6) **By March 1.** A review meeting including the Treasurer, a member of the Budget and Finance Advisory Committee, the General Manager, the Director of Finance and the Assessment Supervisor will take place to review the process to determine the effectiveness of the Association's current assessment collections strategy and determine what, if any, further actions should be taken by the Association. An update will be provided to the Board of Directors on the overall assessment status, and to make any recommendations to improve or change our policy.~~

~~**b. b. During Subsequent Years of Delinquency.** Legal counsel will foreclose on the properties of delinquent members except for those properties where the Association considers it in OPA's interest not to do so. This decision shall be made by the Board of Directors, in consultation with the GM and legal counsel, based on the recommendation from the review conducted during March of each year. In regard to owners who continue to be delinquent from a prior year, and their arrearage increases based on non-payment of assessments (in whole or in part) in subsequent years, OPA will notify legal counsel as to such accounts/owners, so that updated notices of intent to claim a lien can be sent, and updated liens can be filed/recorded in land records (and when applicable, foreclosed upon).~~





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

**DATE: 05/07/2024**

**TOPIC: Season Kickoff**

**FOR INCLUSION IN MEETING HELD ON: May 18, 2024**

**SUBMITTED BY: Monica M Rakowski**

**TOPIC: Season Kickoff Success and Establishment of a Committee**

**CONCISE STATEMENT:** Discussion to congratulate the committee and establish a formal committee.

**BACKGROUND:** Ocean Pines Association hosted its first Season Kickoff and Expo on April 20<sup>th</sup> in White Horse Park. The event was designed to launch the 2024 season by showcasing Ocean Pines Association amenities, the many clubs, organizations and businesses that serve our community. Local restaurants brought food trucks to provide a variety of food and beverage options. Attendees were able to sign up for amenity memberships and lessons while enjoying music and demonstrations.

I would like to thank the co-chairs, the committee members and the OPA staff. Without the amazing efforts of the volunteers the event would not have happened.

I would like the Board to consider forming a formal committee and make the Season Kickoff and Expo an annual event.



# OCEAN PINES ASSOCIATION, INC.

## Proposed Topic for Discussion by Board of Directors

**DATE:** 05.08.2024

**TOPIC:** Historical Task Group

**FOR INCLUSION IN MEETING HELD ON:** 05/18/2024

**SUBMITTED BY:** Elaine Brady

**TOPIC:** Historical Task Group

**CONCISE STATEMENT:** Update on formation of Task Group

**BACKGROUND:**

Response was terrific, we have 10 people on the Task Group, as of now. Group will be meeting soon.

# OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1 Name of Applicant: Kevin Middleton

2. Address: 18 Hilton Court, Laytonsville, MD 20882

3. Email: kevinwmiddleton@verizon.net

4. Telephone: 301-367-7946 Property Owner for 27 (years)

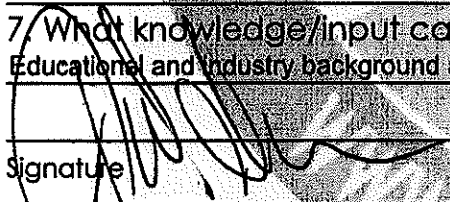
5. Committee in which you would like to be involved:

- |  |   |
|--|---|
| <input type="checkbox"/> Aquatics                        | Re-Appointment <input type="checkbox"/> |
| <input checked="" 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 type="checkbox"/> Strategic planning              | Re-Appointment <input type="checkbox"/> |
| <input type="checkbox"/> Other _____                     | Re-Appointment <input type="checkbox"/> |

Potential Term:  1st  2nd  3rd ~ Term will expire: 1st Term, which expires February 23, 2025

6. Why do you want to be on this Committee? Currently serving on the committee.

7. What knowledge/input can you offer to this Committee?  
Educational and industry background and experience.

Signature:  Date: May 10 2024

1st Endorsement from Committee Chairperson:  
Comment: \_\_\_\_\_

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

2nd Endorsement from Board Liaison to Committee:  
Comment: \_\_\_\_\_

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

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

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



## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: G. Frederick Robinson

2. Address: 6 Cambridge Place Ocean Pines, MD 21811

3. Email: GEEFred1@aol.com

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 checked="" 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? ELECTIONS ARE CRITICAL to the safe and efficient operation of our community. Fair and open elections ensure credibility of operations and decisions that affect us all.

7. What knowledge/input can you offer to this Committee? 20 years of municipal service including introduction and support of an independent community voice on the elections process.

Signature: G. Frederick Robinson Date: 4-18-24

1<sup>st</sup> Endorsement from Committee Chairperson:  
 Comment: Excellent for this committee.  
 Signature: Thomas Abbott Date: 4/24/24

2<sup>nd</sup> Endorsement from Board Liaison to Committee:  
 Comment: Highly recommend M.D. Robinson  
 Signature: John Lewis Date: 4/24/24

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

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