

March 10, 2016

Dear Prospective Student:

We are excited that you are interested in participating in the inaugural Ocean Pines Residents Academy, created and organized by the Ocean Pines Association. The academy is a 6-week program for residents and property owners who want to increase their knowledge about the Ocean Pines Association.

Attached, please find the program overview with schedule and an enrollment application. The Academy's first class will take place on **Tuesday, May 3, 2016**. Classes begin at 6:00pm and will be held at the Ocean Pines Community Center, unless otherwise noted on the schedule. You will be provided with a more in-depth schedule at each session.

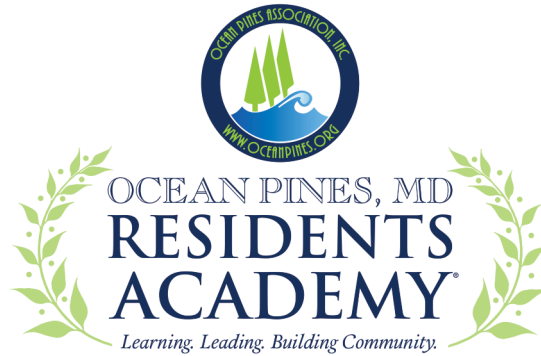
Classes will be filled on a first-come, first-served basis. To apply, please complete the enclosed application and mail it to: Ocean Pines Association, Attn: Public Relations Office, 239 Ocean Parkway, Ocean Pines, MD 21811 or fax it to 410.641.5581 or email it to info@oceanpines.org or hand-deliver it to the Ocean Pines Administration Office. **Your completed application must be received by Friday, March 25, 2016.**

If you have any questions after reading through the enclosed materials, please contact me at 410.641.7717 ext. 3006 or ttravatello@oceanpines.org.

Sincerely,

Teresa Travatello
Marketing and Public Relations Director
Ocean Pines Association

Learning. Leading. Building Community.



— PROGRAM OVERVIEW —

A program created and organized by the Ocean Pines Association, the Ocean Pines Residents Academy is a 6-week program designed to educate Ocean Pines residents and property owners about the Association's governance. The Academy provides residents with the information, resources, and tools to become knowledgeable community members and effective neighborhood leaders. Classes will include an overview of Ocean Pines governance and pertinent information from departments. Graduates of the Academy will be prepared to have a role in the future of their neighborhoods and the Homeowners Association overall through government/citizen interaction.

After graduation, the Ocean Pines Association encourages you to apply for open positions on advisory boards, planning committees, Board of Directors, or civic organizations' boards or committees.

— OBJECTIVES —

- To provide an introduction to Ocean Pines Community leaders and volunteers.
- To provide information and materials that will enable residents and property owners to have an increased understanding of the organizational structure and operations of the various departments that impact the quality of life in Ocean Pines.
- To provide residents with information to enable them to successfully navigate and unravel the "red tape" syndrome of what can be a complex system of an Homeowners Association's operations and services.
- To create a closer working partnership between the residents and property owners of Ocean Pines and the Association.

— GENERAL CURRICULUM & SCHEDULE —

WEEK 1: Tues, MAY 3	Orientation and HOA Overview	<i>Community Center</i>
WEEK 2: Tues, MAY 10	Finance and Funding	<i>Community Center</i>
WEEK 3: Tues, MAY 17	Public Safety and Emergency Operations	<i>Community Center</i>
WEEK 4: Tues, MAY 24	Amenities and Services	<i>Community Center</i>
WEEK 5: Tues, MAY 31	Public Works and Projects	<i>Community Center</i>
WEEK 6: Tues, JUNE 7	Program Summary	<i>Community Center</i>
WEEK 7: Thur, JUNE 16	Graduation Ceremony and Reception	<i>Yacht Club</i>

When you arrive at each session, be sure to sign in and pick up your evaluation form for that session. You will be asked to complete the evaluation form for each session and turn it in before you leave.

— PROGRAM FORMAT —

The Ocean Pines Residents Academy schedule consists of one Tuesday evening per week for six (6) consecutive weeks, ending with a graduation ceremony and reception on a Thursday evening. **The program is taught from 6:00pm to 8:00pm.**

— LOCATION —

All classes will be held at the Ocean Pines Community Center located at 235 Ocean Parkway, Ocean Pines, MD 21811, unless otherwise noted. The Graduation Ceremony will be held at the Ocean Pines Yacht Club located at 1 Mumford's Landing Road, Ocean Pines, MD 21811.

— OUR FACULTY —

Volunteers, civic leaders, and association staff will conduct sessions with expertise in their respective departments.

— CLASS SIZE —

Classes are limited to 25 participants, with a minimum enrollment of 20 participants. Due to space limitations, participants may NOT bring any guests or relatives to the individual sessions. However, you will be encouraged to bring one guest to the graduation reception.

— DRESS CODE —

All classes are informal. Dress comfortably.

— REQUIREMENTS FOR GRADUATION —

- Arrive on time for each session and stay until the end.
- Attend a minimum of 5 out of 6 class sessions. *Participants are allowed to miss one (1) of the six (6) sessions. However please notify us by calling 410.641.7717 ext. 3006 or emailing info@oceanpines.org as soon as you are aware you will not be attending a session.*
- Interact with classmates, participate in activities, and have fun!
- Attend the Graduation Ceremony and Reception.

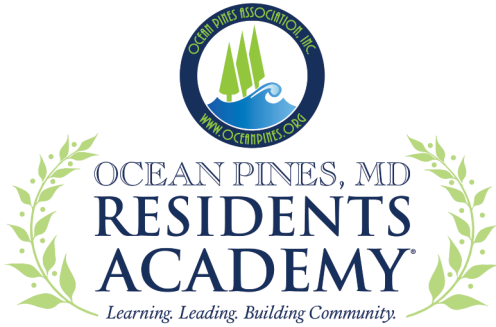
— TUITION —

YOUR TIME! There is no charge for the program. The only cost is your time, effort, and commitment.

— ACCEPTANCE INTO THE PROGRAM —

The class will be filled on a first-come, first-served basis. To be considered for the Ocean Pines Resident Academy, applicant must:

- Be a current resident or property owner in Ocean Pines, Maryland
- Submit an application by Friday, March 25, 2016



ENROLLMENT APPLICATION

Please PRINT. A separate application is required for each applicant.

Yes, I am an Ocean Pines Resident or Ocean Pines Property Owner

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

(Email information collected will be used only by the Ocean Pines Association and will not be sold or forwarded to other companies and/or sites.)

Polo Shirt Size: M L XL XXL

Occupation: _____

Community Affiliations (if applicable): _____

Why do you wish to enroll in the Ocean Pines Residents Academy? _____

What you would like to learn from the Academy? _____

In compliance with the ADA, Ocean Pines Association encourages those with disabilities to participate in our programs. If you have special needs, please indicate them on the backside.

WAIVER STATEMENT (must be signed): I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors and administrators, waive and release any and all rights to claims for damages, which I/we may have against the Ocean Pines Association, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility or involvement in activity. At various times the Ocean Pines Association videotapes and photographs events to be submitted to the local media or used in marketing efforts. By using this facility or participating in this program, I hereby authorize the Ocean Pines Association to reproduce, copy, exhibit, publish, broadcast, or distribute any and all such videos or photographs. I have read the above and understand the rules and regulations of the Ocean Pines Association that have been made available to me.

Signature of Applicant

Printed Name

Date

Please return completed application to:
Ocean Pines Association, Attn: Public Relations Office,
239 Ocean Parkway, Ocean Pines, MD 21811
 or fax it to 410.641.5581 or email it to info@oceanpines.org
 or hand-deliver it to the Ocean Pines Administration Office

FOR OFFICE USE ONLY:

Date Recv'd _____

Entered _____

Note: _____