

MEETING
By-Laws & Resolutions Advisory Committee
June 7, 2019
Administration Building Small Conference Room

Present: Jim Trummel, Audrey Wahl and Bob Hillegass were in attendance. Having a quorum, chair Jim Trummel called the meeting to order at 12:10 PM.

The agenda for the meeting was unanimously approved.

The minutes of the May 3, 2019 meeting were unanimously approved.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS: Update of Resolution Status.

F-03 Financial Reserve Accounts and F-04 Delinquent Assessments: The amendments to these two resolutions were approved on second reading at the June 1, 2019 Board meeting. It was noted that the provision in F-03 paragraph 3.c is in conflict with the Financial Procedures and Policies Manuals. This had been previously noted in the amendment review comments of this Committee.

C-12 Marine Activities Advisory Committee: The Association president Doug Parks has reported that this resolution will be referred to the committee for the review that has been requested by By-Laws and Resolutions Advisory Committee.

M-05 Animal Control and M-07 Bulkhead and Waterway Maintenance: The Association president Doug Parks has reported that these resolutions have been referred to the directors for review as requested by this Committee.

F-04 Delinquent Assessments: There has not been a response to the Committee comment that there is no evidence of a 2019 report as required by F-04.

F-02 Annual Budget Development: There has not been a response to a Committee inquiry regarding possible amendment to the budget approval date and questions regarding the current approach to board meeting reports.

M-02 Amenity Policy: There has not been a response to the Committee request for status of the M-02 proposed amendment that had been through a first reading.

Documents for Board Review: This link on the Association website had been previously reported to have documents that were no longer relevant for review purposes. The link has been removed from the website.

NEW BUSINESS:

Annual Committee Report per C-01: The Committee discussed the annual report. This report is as of September 30 and due to the Board October 31. Additional consideration will continue at future meetings.

Notice for Membership Meetings: For information purposes, the chair noted that a recent newspaper article reported that the Elections Committee intended to correct an oversight regarding not sending the annual meeting notice to members without regard to voting eligibility. The chair also noted that the Charter, as well as the By-Laws, contains notice provisions.

Board Initiative for Restrictions Enforcement: For information purposes, the chair noted that the Board is considering a proposal to amend Declarations of Restrictions to permit a system of fines as a part of the enforcement of DR violations.

Although not an agenda item, the Committee looked at potential future business and decided to consider the need for meetings as meeting dates approach.

GOVERNANCE DOCUMENT REVIEW:

The Committee went through the Governance Document Review and updated the status. There will be a continued review of resolutions status in an effort to maintain resolutions up to date. The updated Governance Document Review is attached.

The meeting was adjourned at 2:15 PM on a unanimous vote.

Jim Trummel
Minutes Recorder

NOTE: The below highlighted areas denotes the updates/changes made at the 6/7/2019 meeting by the C-04 Committee Members.

**Ocean Pines Association
By-Laws and Resolution Advisory Committee**

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
By-Laws <i>Responsible: Board</i>	8/9/2008	Aug-08	TBD	
Articles of Amendment and Restatement <i>Responsible: Board</i>	9/12/2013	Sep-13	TBD	
Declaration of Restrictions Total Number on File 34 <i>Responsible: Board</i>				<i>Note: For informational purposes, the OPA has total for 34 of Declaration of Restrictions on file.</i>
Snow Hill Depository <i>Responsible: Board</i>			Jun-19	
Board Resolutions				
B-01 Book of Resolutions <i>Responsible: Board</i>	9/16/2008	Jan-18	Jan-20	
B-02 Rules of Order for Board Meetings <i>Responsible: Board</i>	11/19/2008	Oct-18	Oct-20	
B-03 Meetings of Association Members <i>Responsible: Board</i>	11/19/2008	Oct-18	Oct-20	
B-04 Agenda Development for Board Meetings <i>Responsible: Board</i>	11/19/2008	Oct-18	Oct-20	
B-05 Conflicts of Interest <i>Responsible: Board</i>	11/19/2008	Oct-18	Oct-20	
B-06 Indemnification Policy <i>Responsible: Board</i>	11/19/2008	Oct-18	Oct-20	
B-07 Petitions <i>Responsible: Board</i>	11/19/2008	Oct-18	Oct-20	
B-08 Director Ethics & Conduct <i>Responsible: Board</i>		Jul-18	Jul-20	
Committee Resolutions				
C-01 Committee General <i>Responsible: Board</i>	5/20/2009	Oct-20	May-21	
C-02 Architectural Review Committee <i>Responsible: C-02 Chair</i>	12/17/2008	Apr-18	Apr-20	
C-03 Budget and Finance Advisory Committee <i>Responsible: C-03 Chair</i>	11/19/2008	Oct-18	Oct-20	
C-04 By-Laws and Resolutions Advisory Committee <i>Responsible: C-04 Chair</i>	12/17/2008	Oct-18	Oct-20	
C-05 Clubs (Food & Beverage) Advisory Committee <i>Responsible: C-05 Chair</i>	12/17/2008	Oct-18	Oct-20	
C-06 Communications Advisory Committee <i>Responsible: C-06 Chair</i>	12/17/2008	Oct-18	Oct-20	
C-07 Strategic Plan Advisory Committee <i>Responsible: C-07 Chair</i>	4/24/2013	Jan-18	Jan-20	
C-08 Elections Committee <i>Responsible: C-08 Chair</i>	1/19/2011	Oct-18	Oct-20	
C-09 Executive Council Committee <i>Responsible: Board President</i>	5/20/2009	Sep-17	Sep-19	
C-10 Environment and Natural Assets Advisory Committee <i>Responsible: Chair C-10</i>	5/20/2009	Mar-19	Mar-21	

NOTE: The below highlighted areas denotes the updates/changes made at the 6/7/2019 meeting by the C-04 Committee Members.

**Ocean Pines Association
By-Laws and Resolution Advisory Committee**

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
C-11 Golf Advisory Committee <i>Responsible: C-11 Committee Chair</i>	3/10/2010	Oct-18	Dec-18	First Board reading was Dec 2018. Request for C-04 Committee's review has not been received from C-11 Chair as of 5/3/2019. C-04 Chair to request status from BOD President.
C-12 Marine Activities Advisory Committee <i>Responsible: C-12 Committee Chair</i>	5/20/2009	Jul-17	Jul-19	Reviewed by C-12, C-04 Committee is waiting for the pending review date.
C-13 Recreation and Parks Advisory Committee <i>Responsible: C-13 Committee Chair</i>	6/17/2009	Oct-18	Oct-20	
C-14 Racquet Sports Advisory Committee <i>Responsible: C-14 Committee Chair</i>	9/27/2014	Jan-17	TBD	Note: This Committee is no longer active.
C-15 Aquatics Advisory Committee <i>Responsible: C-15 Committee Chair</i>	6/17/2009	Oct-18	Oct-20	
Financial and Budgetary Resolutions				
F-01 Investment Guidelines <i>Responsible: Board</i>	3/24/2016	May-18	May-20	
F-02 Annual Budget Development <i>Responsible: Board</i>	11/19/2008	May-18	May-20	C-04 Committee Chair has advised Board President of the confusing budget approval date and made recommendations for a complete review including the reporting provisions.
F-03 Financial Reserve Accounts <i>Responsible: Board</i>	12/17/2008	Jun-19	Jun-21	Approved by Board at the 6/1/19 meeting, it contains conflicts with published manuals.
F-04 Delinquent Assessments <i>Responsible: Board</i>	6/17/2009	Jun-19	Jun-21	C-04 Committee is waiting for the required Delinquency Report.
General and Administrative Resolutions				
M-01 Compliance Procedures <i>Responsible: Board</i>	12/16/2009	May-19	May-20	Action deferred to the Board of Directors.
M-02 Amenity Policies <i>Responsible: Board</i>	4/30/2015	Apr-15		Board's first reading was in February 2019. Request for C-04 review as not received as of the as of 4/5/2019.
M-04 Maintenance of Lots <i>Responsible: Board</i>	2/17/2010	May-18	Oct-20	
M-05 Animal Control <i>Responsible: Board</i>	2/17/2010	May-17	May-19	Board President advised in his 6/2/2019 email this will be forwarded for review by the Board.
M-06 Elections and Referendums <i>Responsible: Board</i>	4/24/2013	Mar-17	Oct-19	C-04 Established new review date for the Board after their August 2019 Meeting.
M-07 Bulkhead and Waterway Maintenance <i>Responsible: Board</i>	6/16/2010	Jul-17	Jul-19	Board President advised in his 6/2/2019 email this will be forwarded for review by the Board.
M-08 Association Manuals (Includes a Total of 8 manuals) <i>Architectural Review Committee Guidelines, Employee Handbook, OPA Emergency Operations Plan, OPA Financial Management Procedures Manual, OPA Financial Management Policy Manual, OPA Job Descriptions Manual, Employees Safety Manual, and the General Manager's Policy Instructions.</i> <i>Responsible: Board</i>	7/20/2011	Nov-17	Oct-20	C-04 Chair has placed this on hold until after the August Board Elections.
M-09 Search Committee <i>Responsible: Committee Chair, GM and Board</i>	5/29/2019	May-19	Jul-20	