

**MEETING**  
**By-Laws & Resolutions Advisory Committee**  
**May 3, 2019**  
**Administration Building Small Conference Room**

Present: Jim Trummel, Audrey Wahl and Bob Hillegass were in attendance with the addition of Morgan Pilz of the Bayside Gazette. Having a quorum, chair Jim Trummel called the meeting to order at 12:05 PM.

The chair welcomed Ms. Pilz to the meeting with a brief description of how the Committee operates.

The agenda for the meeting was unanimously approved.

The minutes of the April 5, 2019 meeting were unanimously approved.

**PUBLIC COMMENTS:** None.

**UNFINISHED BUSINESS:**

**Resolution Procedure Brochure:** This project will continue to be on hold until the next meeting.

**Resolution Status from May 3, 2019 meeting:**

F-02 Annual Budget Development: There has not been a response to the recommendation for a review of the resolution. The Governance Document will be revised to reflect this status.

F-03 Financial Reserve Accounts and F-04 Delinquent Assessments: As indicated in the April minutes, the Committee recommendations have been made and the status will be indicated in the Governance Document.

C-11 Golf Advisory Committee: The status of a first reading before the Board continues to be unknown. Status to be reflected in the Governance Document.

C-01 Committee General: The status of a first reading continues to be unknown. However, it is recognized that the originator of the first reading has since resigned from the Board. Follow-up of this resolution action is discontinued and the review dates on the Governance Document have been revised accordingly.

M-02 Amenities Policies: The status of the first reading continues to be unknown.

M-09 Search Committee: There has not been a response to the Committee's expression of concern regarding the lack of activity by a Search Committee, the lack of a signed copy of the amended resolution and the lack of Association publicity for candidate applications.

**M-01 Compliance Procedures:** The chair commented that this resolution amendment has been deleted from the Resolutions for Review link on the Association website. Accordingly, the resolution review status on the Governance Document has been revised.

**NEW BUSINESS:**

**Resolution F-04 Delinquency Report:** The Committee noted that there is no indication that the annual report required by this resolution has been released. The chair will communicate this to the Association president.

**Documents for Board Review:** The Committee reviewed the following two items which are in this link on the Association website.

Code of Conduct Sample: The Committee noted that the B-08 Resolution Director and Officer Ethics and Conduct was adopted by the Board in July 2018. The chair will report to the Association president that this item appears to be inactive.

ARC Sign Regulations DRAFT. The Committee noted that this item appears to be inactive. The Committee also took note that the ARC Guidelines Section 600.3.J provision regarding political signs continues to be in violation of the Maryland Homeowners Association Act as was discussed at the May 24, 2014 Board meeting.

The chair will bring these two items to the attention of the Association president.

**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 chair will advise the Association president that Resolutions M-05 Animal Control and C-12 Marine Advisory are due for a review of current adequacy (there is no current chair for the C-12 Committee).

The meeting was adjourned at 1:35 PM on a unanimous vote.

Jim Trummel  
Minutes Recorder

**NOTE:** The below highlighted areas denotes the updates/changes made at the 5/3/2019 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 <b>Total Number on File 34</b> <i>Responsible: Board</i>				Note: For informational purposes, OPA has total for 34 of Declaration of Restriction son file.
Snow Hill Depository <i>Responsible: Board</i>			Jun-19	
<b>Board Resolutions</b>				
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	
<b>Committee Resolutions</b>				
C-01 Committee General <i>Responsible: Board</i>	5/20/2009	Oct-20	May-21	First board reading was Dec 2018. C-04 provided committee comments in Jan and is waiting for Board action. No response from Board. C-04 Rescheduled the next review date as noted.
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 5/3/2019 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-12 Marine Activities Advisory Committee <i>Responsible: C-12 Committee Chair</i>	5/20/2009	Jul-17	Jul-19	C-04 Chair to advise C-12 Chair of 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	
<b>Financial and Budgetary Resolutions</b>				
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	Jul-18	Jul-20	C-04 Committee provided comments and is still waiting for the Board's response.
F-04 Delinquent Assessments <i>Responsible: Board</i>	6/17/2009	Jul-18	Jul-20	C-04 Committee provided comments and is still waiting for the Board's response.
<b>General and Administrative Resolutions</b>				
M-01 Compliance Procedures <i>Responsible: Board</i>	12/16/2009	May-19	May-20	Action deferred to the Board of Directors. C-04 Committee received no direction as of the 5/3/19 meeting. C-04 Considered it reviewed, rescheduled next review date as noted.
M-02 Amenity Policies <i>Responsible: Board</i>	4/30/2015	Apr-15		First Board reading was in Feb. Request for C-04 Committee's review has not been received 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	C-04 Chair to advise Board President of pending review date.
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	C-04 Chair to advise M-07 Chair of pending review date.
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 to review status of manuals and make recommendations regarding the effectiveness of the resolution and action to take at the June C-04 meeting.
M-09 Search Committee <i>Responsible: Committee Chair, GM and Board</i>	5/29/2019	May-19	Jul-20	