



ideas that work

# OCEAN PINES ASSOCIATION, INC. BOARD MEMBER OVERVIEW

Presented by:

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# Characteristics of Common Interest Communities

- Automatically Member
- Founding/Governing Documents: Create mutual obligations between members and Association.
  - Community Charter - Declaration of Covenants, Conditions, & Restrictions (CCRs)
    - ◆ Each Section has a separate Declaration
  - Articles of Incorporation
  - Bylaws
  - Rules/Resolutions/Guidelines

# Characteristics of Common Interest Communities

- Governing Documents: (Cont'd)
  - Rules & Regulations:
  - Policy Resolutions
- Mandatory Fees
- Owners share an interest in common area property & facilities

# Hierarchy of Legal Documents

- Declaration of Covenants, Conditions & Restrictions (CCRs)
- Articles of Incorporation
- Bylaws
- Rules & Regulations
- Resolutions



# Federal, State and City Laws

- Federal:
  - Fair Housing Amendments Act: Prohibits discrimination in housing (e.g. familial status, disability, race, national origin etc.).
    - ◆ Parking
    - ◆ ADA/FHAA
    - ◆ Reasonable accommodations
  - Telecommunications Act (satellite dishes)
  - Solar Panels
- Maryland State Law

# Overview of Ocean Pines Association Inc.



- Multi-Section Community
- 501(c)(4) Tax Exempt Entity –
- Common Area Properties
- Common Area Facilities
- Control
  - Board of Directors
  - General Manager
  - Committees
- Authority and Restrictions
  - “May” vs. “Shall”

# Role and Responsibility as a Board Member

- Powers pursuant to law & documents
  - ▣ Standards and procedures for Association
  - ▣ Enforce the governing documents
  - ▣ Maintain the property
  - ▣ Maintain financial stability of Association
  - ▣ Purchase adequate insurance
  - ▣ Enter into contracts
  - ▣ and more.....

# 501(c)(4) Tax Exempt Status

- Rev. Rul. 74-99 - to qualify for exemption under IRC 501(c)(4), a homeowners' association:
  - Must serve a "community" which bears a reasonably recognizable relationship to an area ordinarily identified as governmental,
  - Must not conduct activities directed to the exterior maintenance of private residences, and
  - The common areas or facilities it owns and maintains must be for the use and enjoyment of the general public.



# Role and Responsibility as a Board Member

- “May” vs. “Shall”: allowance and requirements for certain acts.
- Powers and Duties (Bylaws, Art. III, §3-102)
  - ▣ Budget Adoption
  - ▣ Maintenance & Repair of Property
  - ▣ Maintain Books & Records



# Fiduciary Duty

- Is a broad term that includes a duty of loyalty and a duty of ordinary care.
- Duty of Loyalty: Md. Corp & Assn § 2-419-Interested Director Transactions
  - Prohibits board members from using their position to take unfair advantage of the Association.
    - ◆ Undivided loyalty
    - ◆ Conflict of Interest: Appearance of impropriety

# Duty of Ordinary Care

- Board must perform their duties in good faith, in a manner they believe to be in the best interest of the Association and with such care as an ordinary prudent person in a similar position under similar circumstances.
- Good Faith is the absence of any desire to obtain a personal benefit or benefit for some person other than the corporation...In addition, to be acting in good faith, a director may not approve an action that he knows is in violation of the law....[or] apply an invalid provision of corporation's by-laws to the determine of a stockholder. Henry v. Guirand et. al. (2012)
- The Court will review the correctness of a Board decision as fraud or bad faith a/k/a: Business Judgment Rule: Black v. Fox Hills North

# Ordinary Care Cont'

- Board members should not miss a series of meetings, needs to be familiar with issues, know how to read a financial statement, stay informed of activities.
- Immunity & Personal Liability.
- Md. Cts & Jud. § 5-422: Board members not personally liable for damages.
  - D&O Insurance: duty to defend & indemnify

# Conflict of Interest

- Maryland Corporations and Associations Article §2-419, entitled “Interested director transactions”:

(a) General rule. -- If subsection (b) of this section is complied with, a contract or other transaction between a corporation and any of its directors or between a corporation and any other corporation, firm, or other entity in which any of its directors is a director or has a material financial interest is not void or voidable solely because of any one or more of the following: (1) The common directorship or interest; (2) The presence of the director at the meeting of the board or a committee of the board which authorizes, approves, or ratifies the contract or transaction; or (3) The counting of the vote of the director for the authorization, approval, or ratification of the contract or transaction.

(b) Disclosure and ratification. -- Subsection (a) of this section applies if: (1) The fact of the common directorship or interest is disclosed or known to: The board of directors or the committee, and the board or committee authorizes, approves, or ratifies the contract or transaction by the affirmative vote of a majority of disinterested directors, even if the disinterested directors constitute less than a quorum; or (2) The contract or transaction is fair and reasonable to the corporation.

# Conflict of Interest Con't

- Resolution B-05, Conflict of Interest. Section 3(a) of this resolution provides in relevant part:

**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.

# Conflict of Interest - Options

- Require all OP contracts to prohibit contractor/vendor from providing gifts, deal or benefits to an employee or Board member of OP that is not available to the general public.
- Revise policy to prohibit any director from receiving a gift, deal or benefit from a current or bidding contractor that is not available to the general public.
- Revise Resolution B-05 to further define financial interest, for example:

“1) A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.”  
From IRS From 1023 – Conflict of Interest Policy

# Open Meetings



- With limited exceptions as laid out in *Md. Real Property Code Ann. § 11B-111.1*, meetings of the Board of Directors shall be open and held at a time and location as provided in the notice of meeting or Bylaws.
- The Board of Directors shall provide a designated period of time during a meeting to allow unit owners an opportunity to comment on any matter relating to the condominium.
  - During a meeting which the agenda is limited to specific topics, unit owner comments may be limited to those topics on the agenda.



# Board Meetings

- Effective board meetings need to be well planned and Board members prepared:
  - Prepare agenda ahead of time
  - Review Minutes of previous meeting
  - Financial reports
  - Committee reports
  - Management reports
  - Special reports, memorandums, correspondence
  - Board should be familiar with documents
- Contact meeting participants & provide adequate notice
- Develop agenda

# General Manager Powers

- Section 9.04 of the Bylaws
- Recently Relevant Sections

(a) The General Manager serves as manager of the Association including all departments and units and shall organize, consolidate or combine offices, positions, departments, or units as necessary for efficient operations.

(b) The General Manager serves as the chief personnel officer of the Association with discretion to appoint, promote, demote, discipline, or discharge employees of the Association in accordance with the personnel policies and procedures established by the Board of Directors under Section 5.14(d). Any new position established must be approved by the Board or provided for in the annual budget.

# General Manager/Board Interactions

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## Section 9.03 of the Bylaws - Board and Association Staff Relationships

- Individual members of the Board of Directors shall not give orders to any employee of the Association and, except for routine administrative services and inquires, shall deal with employees through the General Manager. The President of the Association shall be the liaison between the Board and the General Manager.

# Closed Board Meetings



- (i) Discussion of matters pertaining to employees and personnel;
- (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business;
- (iii) Consultation with legal counsel on legal matters;
- (iv) Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
- (v) Investigative proceedings concerning possible or actual criminal misconduct;
- (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association;
- (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure; or
- (viii) Discussion of individual owner assessment accounts;

# Conduct a Professional Meeting

- Start on time
- Follow Roberts Rules
- Keep Minutes
- Open Forum: positive verbal & nonverbal communication
- Comply with Law



# Covenant Enforcement

- Covenants
  - ▣ Ensure Compliance with governing documents
    - ◆ Maintenance issues
    - ◆ use restriction violations
  - ▣ Enforcement
  - ▣ Hearing alleged violations of the governing documents
    - ◆ Establish due process procedures for violations:
      - Notice
      - Complaint & Hearing
      - Right to Appeal to Board

# Enforcement: Methods, Mechanisms & Styles

- Self help
- Letters & Communication
- Circuit Court Action
- No fining authority



# Assessments and Collections



- Authority for Assessment Collection
  - ▣ Governing documents of the Association establish line of authority for the Board to set and collect assessments
    - ◆ Documents empower the Board to establish rules and regulations for the collection of assessments
  - ▣ Collection Policy
    - ◆ Provides procedures for the collection of assessments
    - ◆ Clearly communicates the Association's authority and the penalties for non-compliance
    - ◆ Apply this policy consistently across the board--treat all owners equally and impartially
    - ◆ Review this policy annually



# Communications

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- Provide consistent communication to owners to promote and facilitate collections
  - Starts with budget and annual meeting
  - Continue to communicate through the use of welcome letters, re-sale packages, web sites, newsletters and general correspondence
  - Informed members will understand the need for prompt payment of assessments

# Establish a Payment System



- Establish a system for the payment of assessments, usually established with the assistance of the managing agent
  - Various methods can be established: Coupon books, invoices, direct debit, drop-off and credit cards
  - Coupon books are widely used but each method has its pros and cons i.e... Costs, convenience, cash flow, automation
- Record the Payments
  - Maintain a separate accounting for each owner that shows a complete recap of all transactions i.e. Owner ledger

# Collecting Delinquent Payments



- Once a payment system has been established, a firm due date for payment of assessments must be set (as stated in the collection policy)
- Send reminder letter to owners
- Send late notice to delinquent owners
- Send 15 day letter to delinquent owners
  - Late fees are applied to the late notice and 15 day letter
  - These notices provide the owner with their entire payment history and gives them the opportunity to pay their assessment before additional steps are taken

# Collecting Delinquent Payments



- Work with the delinquent owner to collect past due assessments i.e. Payment plans, personal visits or phone calls by a Board member, etc.
- As established by the collection policy, a notice of intention to create a lien is mailed to the owner
  - ▣ Provides the owner with 30 days to pay before the Association creates and records a lien against the property
- Once the delinquent owner is turned over to the collection attorney, the managing agent will advise the owner that all future communications must go through the attorney until a resolution is reached

# Attorney Action

- Demand Letter to Owner
- NOI: Notice of Acceleration/Notice of Intention to Create Lien (NOI)
  - Statutory Notice required by Maryland Contract Lien Act
  - Acceleration: warns if payment not made within 15/30 days full year's assessments will be due immediately and lien will be filed
  - Details specific amounts owed including costs and fees incurred (and late fees if authorized)

# Filing of Lien

- Creates a cloud on the title to the property that prevents the owner from selling, refinancing, or otherwise voluntarily conveying the property
- Establishes the Association as a “Secured Creditor” if the owner files Bankruptcy & survives Chp. 7 Bankruptcy Discharge
- Creates an interest to allow foreclosure and can lead to payment if any Senior Lien holder forecloses leaving a Surplus

# District Court Lawsuit

Seeks to obtain a Judgment against the owner personally.

- Judgment
- Execution of Judgment
- Judgment Lien: Secures Lien against all property in County where filed
  - Garnishment of Rent
  - Garnishment of Bank Accounts
  - Garnishment of Wages
  - Attachment of Personal Property

# Questions?







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# Thank You!





# **FINANCIAL PRESENTATION**

September 22, 2017

Pat Supik

# TOPICS

- OPA FINANCIAL STATEMENTS
- SUMMARY BALANCE SHEET
- OPERATING FUND PERFORMANCE AND DEFICIT
- ANNUAL BUDGET PROCESS
- RESERVE FUNDS

# OPA FINANCIAL STATEMENTS

## **A. INTRODUCTORY COMMENTS**

- POLICIES RELATED TO MONTHLY AND QUARTERLY FINANCIAL REPORTS SET FORTH IN BOARD RESOLUTION F-03
- FINANCIAL STATEMENT PREPARATION IS THE RESPONSIBILITY OF OPA MANAGEMENT (NOT THE AUDITORS)
- FINANCIAL REPORTS PROVIDED TO BOARD AND BUDGET & FINANCE COMMITTEE
- MONTHLY AND QUARTERLY FINANCIAL REPORTS AND ANNUAL AUDIT ON OPA WEBSITE

## **B. BASIC FINANCIAL STATEMENTS**

- MONTHLY SUMMARY OF FINANCIAL ACTIVITY
- BASIS OF PRESENTATION
  - CONSISTENT WITH BUDGET
  - MODIFIED ACCRUAL BASIS
  - ACTUAL RESULTS COMPARED TO BUDGET AND PRIOR YEAR
- MONTHLY CONTROLLER'S REPORT
  - CURRENT MONTH VARIANCE REPORT (MAJOR VARIANCES)
  - YTD SUMMARY FINANCIAL REPORT (VS. BUDGET)
  - OPERATIONS SUMMARY (AGGREGATE DEPARTMENTAL EXPENSE)
  - NET OPERATING RESULTS BY DEPT. (MONTH AND YTD VS BUDGET)
  - INDIVIDUAL OPERATING STATEMENTS & PRINCIPAL AMENITIES
  - RESERVE SUMMARY (PRIOR YEAR AND CURRENT YTD)
  - CAPITAL EXPENDITURE SUMMARY (YTD BY DEPT. VS BUDGET)
  - BALANCE SHEET- MONTH END

## **C. AUDITED FINANCIAL STATEMENTS**

- BY-LAWS REQUIRE AUDIT OF ANNUAL FINANCIALS
- DEPRECIATION EXPENSE RECOGNIZED
- AUDITED FINANCIALS PROVIDED TO BOARD
- SUMMARY REPORT REQUIRED BY BY-LAWS TO BE PRESENTED AT ANNUAL MEETING
- AUDITED FINANCIALS AND REPORT ON OPA WEBSITE

# **ANNUAL BUDGET PROCESS**

## **A. BY-LAW REQUIREMENTS**

- PREPARATION BY GM OF PROPOSED ANNUAL BUDGET (90 DAYS)
- REVIEW BY BUDGET & FINANCE COMMITTEE
- PUBLIC HEARING BY BOARD PRIOR TO APPROVING

## **B. BOARD RESOLUTION F-02 (ANNUAL BUDGET DEVELOPMENT & MONITORING)**

### **REQUIRES:**

- OPERATING BUDGET AND CAPITAL EXPENDITURE PLAN
- USE OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)
- REFLECTION OF GOALS OF BOARD, OR GM WITH BOARD APPROVAL
- PERFORMANCE MEASUREMENT AND PERIODIC REPORTING

## **C. BOARD OF DIRECTOR RESPONSIBILITIES**

- BUDGET GUIDANCE TO GM
- REVIEW, MODIFY, IF DEEMED APPROPRIATE, AND APPROVE
- MONITOR RESULTS AGAINST BUDGET
- RESPOND TO RECOMMENDATIONS DURING YEAR FROM GM OR BUDGET & FINANCE COMMITTEE, RESULTING FROM VARIANCES

## **D. BUDGET & FINANCE COMMITTEE RESPONSIBILITIES**

- REVIEW MANAGEMENT'S PROPOSED BUDGET AND SUBMIT RECOMMENDATIONS TO BOARD
- ASSIST THE BOARD
- REVIEW FINANCIAL RESULTS AGAINST BUDGET

## **E. ROLE AND RESPONSIBILITIES OF INDEPENDENT CPA**

# SUMMARY BALANCE SHEET BY FUND

APRIL 30, 2017

OPERATING FUND

## ASSETS:

	<u>ACTUAL</u>
CASH	\$6,250,202
ACCOUNTS RECEIVABLE, NET	3,805,353
OTHER ASSETS (INVENTORIES, PREPAIDS, ETC.)	<u>528,421</u>
TOTAL ASSETS	<u>\$10,583,976</u>

## LIABILITIES:

ACCOUNTS PAYABLE AND ACCRUED EXPENSES	\$1,148,037
DEFERRED INCOME	<u>9,799,579</u>
TOTAL LIABILITIES	10,947,616
FUND BALANCE (DEFICIT)	<u>(363,640)</u>
TOTAL LIABILITES AND FUND BALANCE	<u>\$10,583,976</u>

# SUMMARY BALANCE SHEET BY FUND, CONTINUED

April 30, 2017

## RESERVE FUNDS

ASSETS:

CASH	\$5,436,363
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FUND BALANCES

REPLACEMENT RESERVE FUND (MM&R):	\$3,112,412
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BULKHEAD	1,815,219
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ROADS	508,732
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GOLF DRAINAGE	<u>0</u>
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	5,436,363
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## SUMMARY BALANCE SHEET BY FUND, CONTINUED

April 30, 2017

### INVESTMENT IN FIXED ASSETS

PROPERTY AND EQUIPMENT, AT COST:	
DEPRECIABLE ASSETS	\$41,871,415
LESS ACCUMULATED DEPRECIATION	<u>(23,740,124)</u>
NET BOOK VALUE	\$18,131,291
NON-DEPRECIABLE ASSETS (LAND)	<u>4,579,367</u>
TOTAL ASSETS	22,710,658
CONSTRUCTION IN PROGRESS	<u>1,198,153</u>
	<u>\$23,908,811</u>

# Ocean Pines Association

## Operating Fund Performance – Past Ten Years

### Operating Results

#### Fiscal Years

FY 2008	(137,262)
FY 2009	(159,883)
FY 2010	174,862
FY 2011	38,212
FY 2012	151,348
FY 2013	(441,806)
FY 2014	14,746
FY 2015	(152,882)
FY 2016	309,498
FY 2017	(369,539)

# RESERVE FUNDS

## TOPICS COVERED

WHY WE HAVE RESERVE FUNDS

DESCRIPTION OF THE VARIOUS RESERVE FUNDS

DESCRIPTION OF HOW THE MAJOR MAINTENANCE AND REPLACEMENT RESERVE FUND WORKS

IMPACT OF RESERVE FUNDS ON ANNUAL ASSESSMENTS

EXAMPLES OF DEPRECIATION POLICY

HOW MUCH SHOULD BE IN REPLACEMENT RESERVE FUND?

# Why We Have Reserve Funds?

- They are not “Rainy Day” Funds as some believe
- Each Reserve Fund was established and is used for a specific purpose
- By-laws provide Reserve Fund Framework and defines the authority of the Board
- Reserve Funds are Critical to Maintaining Ocean Pines Infrastructure
- Used to Accumulate Funds Through Assessments, or other Sources, to meet the Various Capital Asset Needs of the Association (Buildings, Vehicles, Pools, Computers, Furniture, etc.)
- By-Laws (Section 8.03) Established Framework as follows:
  - Provides Board Authority to establish Reserve Accounts “for the protection and future growth of the Association”
  - States that “Each Resolution Establishing a Reserve Shall State how it is to be funded and Shall Specify Policy for Use of the Funds”
  - Establishes Protection for Funds by Requiring Votes of 5 of 7 Directors (“Super Majority”) to Use Funds for a Different Purpose


## Reserve Accounts

- **There Are Currently Four Reserve Accounts**
- **Each Reserve is For a Specified Purpose**
- **There Are No “Rainy Day Fund” or “General Reserves”**

**Ocean Pines Association, Inc.**  
**Schedule of Capital Assets – Property and Equipment**  
**As of April 30, 2017**

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
<b>Depreciable Assets:</b>			
Land Improvements	\$9,965	\$4,956	\$5,009
Building and Building Improvements	14,145	5,342	8,803
Furniture and Equipment	7,479	4,526	2,953
Vehicles (registered & non-registered)	2,348	1,739	609
Roads	7,918	7,166	752
Construction in Progress	<u>1,198</u>	_____	<u>1,198</u>
	43,053	23,729	19,324
<b>Non-Depreciable Assets</b>			
Land	<u>4,579</u>	_____	<u>4,579</u>
Totals	<u>\$47,632</u>	<u>\$23,729</u>	<u>\$23,903</u>

# Understanding Depreciation

					
	Original Cost	Annual Depreciation	Total Depreciation	Replacement Cost	Shortfall
<b>Ford F-250</b>	<b>\$23,000</b>	<b>\$4,600</b>	<b>\$23,000</b>	<b>\$35,000</b>	<b>\$12,000</b>

## Assessment Impact

2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Total
\$4,600	\$4,600	\$4,600	\$4,600	\$4,600	\$0	\$0	\$0	\$0	\$0	\$23K

## Selected Capital Asset Additions Funded from Replacement Reserve Account

<u>Fixed 2012 Budgeted Purchases</u>						
<u>Assets</u>	<u>Year</u>	<u>Original Asset</u>		<u>Accumulated</u>	<u>Replacement</u>	<u>Shortfall</u>
		<u>Cost</u>	<u>Life</u>	<u>Depreciation</u>	<u>Cost</u>	
<b><i>Vehicles</i></b>						
F150	Oct-99	\$13,962	5 yrs	\$13,962	\$31,000	(\$17,038)
F150	Dec-00	16,735	5 yrs	16,735	31,000	(14,265)
F250	May-01	23,227	5 yrs	23,277	35,000	(11,773)
		53,924		53,924	97,000	(43,076)
Backhoe	Jun-00	<u>\$48,898</u>		\$48,898	\$100,000	(\$51,102)
		102,822		\$102,822	\$197,000	(\$94,178)
<b>Community Center Replacement for Community Hall</b>						
<b>Fiscal Year 2009-2010</b>						
Original Cost Plus Additions					364,160	
Accumulated Depreciation					337,870	
Replacement Cost					1,750,000	
Shortfall					(\$1,412,130)	



## **How Much Should be In The Replacement Reserve Fund?**

- **The Specific Purpose of the Fund is To Repair and Replace Our Capital Assets**
- **The Cost of our Depreciable Assets is \$43 Million Included \$7 Million for Roads (Replacement Cost is More).**
- **As those Assets Have Been Used Over Time, Funds Based on Depreciation, Have Been Placed in the Reserve Account to Cover Their Replacement When Needed**

## Overview of Replacement Reserve Account

At April 30, 2017

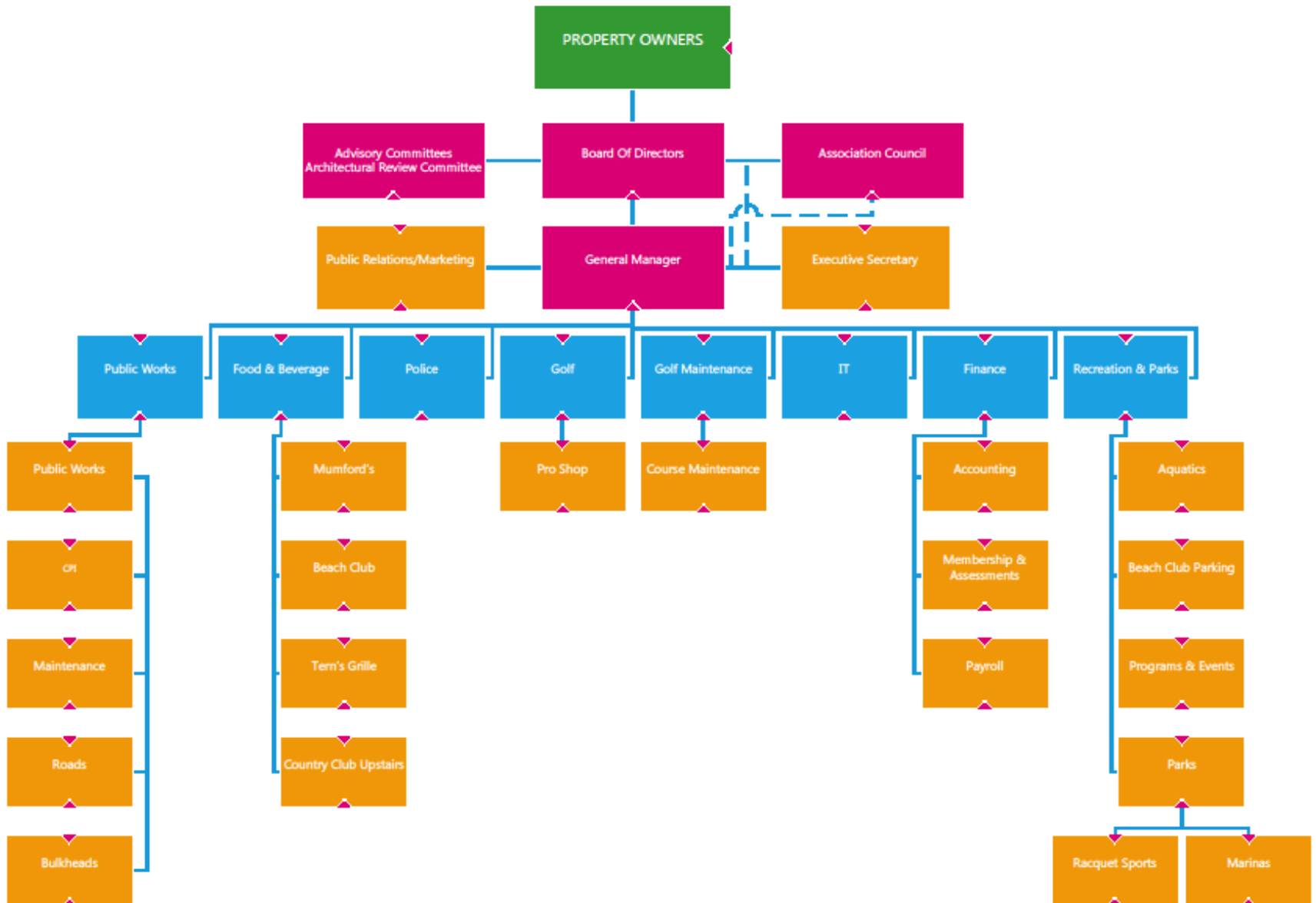
Total Assets, at Cost	\$47,632,000
Less Non-Depreciable Costs (Land)	(4,579,000)
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	43,053,000
Less Roads (Historically No Funding of Depreciation Expense or Use of Replacement Reserve Fund)	<u>(7,918,000)</u>
Total Cost of Depreciable Assets	<u>\$35,135,000</u>

## Accumulated Depreciation and Reserve Account

Accumulated Depreciation on Assets	\$23,729,000
Less Roads	(7,166,000)
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	16,563,000
Amount in Historical Replacement Reserve Account	<u>(3,112,412)</u>
Excess of Accumulated Depreciation	<u>\$13,450,588</u>

# Assessment Increase History

Fiscal Year	New Assessment	% Increase
2008	\$725	26%
2009	\$725	-0-
2010	\$763	5.2%
2011	\$808	5.9%
2012	\$843	4.3%
2013	\$873	3.6%
2014	\$914	4.7%
2015	\$909	(.5)%
2016	\$921	1.3%
2017	\$921	0%



# PUBLIC RELATIONS/MARKETING

- The public relations portion of the General Manager's office is responsible for the dissemination of information to property owners (newsletters, etc.); publication of menus and advertising; and media contact and relations. The public relations director serves as a spokesperson for the General Manager and Board of Directors when necessary.

# PUBLIC WORKS

- Public Works is organized into several functional areas related to the service provided in order to deliver those services in the most efficient manner. With the exception of engineering, these services are performed by the Public Works Department's thirty four full-time employees. During our busy summer season the department expands to include an additional three seasonal employees. Each area of service is summarized in the organizational chart.

# COMPLIANCE, PERMITS & INSPECTIONS (CPI)

- The objective of the CPI Department is to preserve the natural beauty and setting of Ocean Pines and to prevent indiscriminate clearing of property, removal of trees, and earthmoving. The department ensures that the location and configuration of structures are visually harmonious with their sites and surroundings and that the architectural design of the structures and materials are visually harmonious with Ocean Pines' overall appearance. CPI ensures that all plans conform to the regulations and covenants of Ocean Pines. The CPI office is located in the OPA Public Works Building.

# BEACH CLUB F&B

- The Beach Club is a seasonal food and beverage facility which serves the needs of persons visiting the beach. The goal is to provide members of the community with a clean facility which offers reasonably priced food and drinks in a snack bar format. Daily snack bar operations are conducted on the first floor from Memorial Day weekend through Labor Day weekend. Banquet operations on the second floor of the facility typically are provided from mid April until the end of October.



# GOLF CLUB F&B

- The Golf Club food and beverage facility operates on an seasonal basis and offers casual dining at Terns Grille. The Terns Grille operations are conducted on the first floor.
- A banquet facility for catered functions and meeting space for community groups and activities is also provided at the Country Club on the second floor. Banquets, meetings and events are scheduled on an individual basis throughout the year.

# POLICE DEPARTMENT



- The Ocean Pines Police Department is charged with protecting life and property in the largest community in Worcester County. All police officers attend a 23 week state certified training academy prior to receiving their authority in a special police commission. Our officers also comply with annual in-service requirements of a minimum of 18 hours additional training per year, per officer. Over 11,000 service calls per year are handled by the police department.

# GOLF

- Golf is separated into two categories (A) Golf Operations and (B) Golf Course Maintenance.

# GOLF OPERATIONS

- Access and management of course play. Functions include, but are not limited to, the purchase and sale of merchandise, golf club storage, use of all practice facilities, teaching, tournament management, junior golf development, and coordination of member activities.

# Golf Course Maintenance

- Responsible for maintaining the course and grounds in the best condition possible within budget constraints. Many functions are performed including mowing, pesticide application, fertilization, equipment set-up and repair, irrigation operation and repair, trimming, bunker maintenance, and landscaping. Each person actually performs several functions depending on manpower, weather, and time of year. All licenses, inspections, and regulatory responsibilities are requirements of the operator and department as necessary.

# RECREATION AND PARKS

- The Recreation and Parks Department is organized into several functional areas related to the service provided.
- The Recreation and Parks Department is responsible for overseeing the use and maintenance of the Community Center. The Community Center currently services 60+ social clubs and 10 community service organizations. The Social Clubs and Service Organizations use the Community Center on a yearly scheduled basis for free. In addition to the Social Clubs and Service Organizations, the Community Center is home for many Recreation programs offered for both youth and adult members and guests.

# AQUATICS

- Staff operates and maintains five swimming pools: Oasis Pool, Sports Core Pool, Beach Club Pool, Mumford's Landing Pool and the Swim & Racquet Pool. Services provided include: swim lessons, life guarding instruction, aqua-size, shape-ups, youth pool splashes and private pool rentals.

# PROGRAMS & EVENTS

- The Recreation & Parks Department offers a variety of year round activities for youth (Music & Movement, Toddler Time, Cool Cooking for Kids, Kids Craft Time, Soccer Clinics/Leagues, T-Ball/Softball/Baseball, Basketball Clinics/Leagues, Tennis, Dodgeball, and Dance) and adults (Fitness Classes, Softball Leagues, Dodgeball Leagues, Self Defense, CPR/First Aid, Flag Football, Pickleball, Health/Financial/Fitness Seminars). In addition to the classes and sports, the Department hosts numerous Special Events (Easter Celebration, Big Truck Day, Summer Concerts, Family Fun Nights, July 4<sup>th</sup> Celebration, July 4<sup>th</sup> Fireworks, Freedom 5K, Family Fly (Kite) Day, Family Movie Nights in the Park, Halloween Fall Festival, Breakfast with Santa, Tree Lighting Ceremony, Family Bingos, Health Fairs, Home Shows, Craft Fairs) Sports Camps (Tennis, British Soccer, Body Boarding, Surfing, Ripken Baseball, Basketball, Skateboarding, Kayak, Speed & Conditioning) numerous Bus Trips (New York, DC, Baltimore, Wilmington, Broadway, Kennedy Center, Camden Yards, Norfolk,) and a Summer Day Camp (10 one week sessions).



# PARKS

- Ocean Pines has 12 developed parks. White Horse, Somerset, Bainbridge, Huntington, Robin Hood, Bridgewater, Pintail and the Manklin Meadows Recreation Complex, Wood Duck Park, Terns Landing Park, A Skate Park and Dog Park. The largest is White Horse Park at 41 acres and the smallest is Bridgewater at .98 acres. Facilities include playgrounds, soccer field, fitness trail, nature trail, picnic areas, pavilion, shelter, volleyball courts, basketball court, horseshoes and shuffleboard areas.

# RACQUET SPORTS

- Located in the Manklin Meadows Sports Complex are the Tennis, Platform Tennis and Pickleball courts. The amenity offers 10 Tennis courts (8 Har-Tru and 2 Hard Courts), 4 Platform courts, 8 Pickleball courts, a players lounge and a fully stocked pro shop for members and guests. This facility currently provides a tennis pro from April - October to organize league play, drop in play, tournaments, clinics and social events and offer private instruction.

# Marinas

The Ocean Pines and Swim & Racquet Club Marina offers boaters (primarily residents) the opportunity to rent a boat slip for their convenience at either of these locations. The 100+ boat slips include individual water and electrical hook ups. The Swim & Racquet Club Marina offers a beach like area for storage of catamarans and kayaks, while the Ocean Pines Marina offers a retail shop for boat related needs, a pump out station and bathrooms and showers dedicated specifically for the marina clients.