

ARCHITECTURAL REVIEW COMMITTEE

ANNUAL REPORT

October 31, 2024

Section I. COMMITTEE MEMBERS AND STATUS OF TERMS.

<u>Name</u>	<u>Date appointed</u>	<u>Term</u>	<u>Term Eligibility</u>
Kevin Middleton, Chair	2/23/22	1 st	2/23/28
Susan Holt	3/7/20	2 nd	3/7/26
Gary Murray	4/20/22	1 st	4/20/28
Michael Galello (Alternate)	4/20/27	1 st	4/20/30

Section II. SUMMARY OF MAJOR ACTIVITIES DURING REPORTING PERIOD.

1. Completed our review of the Architectural Review Committee Guidelines, (ARC Guidelines) for clarification, presented to the Board for a First Reading in January 2024 and later approved.
2. Implemented updated ARC Guidelines in April 2024. The updated ARC Guidelines were based upon the original Declaration of Restrictions as well as current federal, state and Worcester County requirements. The purpose was to provide clear, concise, and comprehensive instructions for property owners planning any exterior changes, renovations, or improvements to a numbered lot.
3. Continue informing residents of covenants and restrictions contained within the existence of Deed Restrictions and ARC Guidelines through publication of their content relating to current issues that come before ARC in newsletters, Committee Agendas, activity, and non-compliance actions posted on the OPA web page and other Community notices.
4. Continue the process of conducting Variance and Exception Hearings as required. Deliberations and considerations are based solely upon interpretations of applicable language contained within both the Declaration of Restrictions and associated Architectural Review Committee Guidelines.
5. For most of 2024, ARC fulfilled the duty of assisting CPI with permit evaluations and approvals as required for issuance. Specific emphasis placed upon meeting requirements contained in both the applicable Declarations of Restrictions and associated Architectural Review Committee Guidelines. Also, consideration is given to meeting requirements of current federal, state and Worcester County requirements as applicable.

Section III. PROBLEMS ENCOUNTERED AND ASSISTANCE REQUIRED.

1. There is still considerable misinformation circulating in the community relating to what can occur on a homeowner's property and how to circumvent the required processes. Ocean Pines needs to communicate that restrictive covenants that must be adhered to when performing property modifications or improvements. There are also licensing requirements for service contractors in Maryland and that needs to communicate, especially in a community with out-of-state property owners.

Section IV. REQUEST FOR ITEMS TO BE CONSIDERED FOR INCLUSION IN THE NEXT OPA BUDGET. CHAIRPERSONS SHOULD CONSIDER IMPACTS ON THEIR COMMITTEES RELATING TO THE OPA COMPREHENSIVE PLAN.

1. Complete the establishment of a system of fines for the above referenced Sections that currently allow them.
2. Permit application, review and evaluation is a time-consuming process. It requires considerable expertise of knowledge and in multiple fields. These knowledgeable fields, include, an in-depth working knowledge of, The International Residential Code, (IRC, applicable building codes), Certification and knowledge of Maryland Sediment Control Standards & Specifications, (erosion controls and soil stabilization) understanding of requirements for Maryland Department of Environment, Regulations and Standards, (standards for marine construction, docks and lifts), in-depth working knowledge and understanding of standards and requirements of Maryland Department of Natural Resources, (LTE, arborist, and vegetation), to name a few. CPI and ARC accomplish these tasks in partnership. However, and commendably, CPI has been performing a more interactive and authentic role, (*compliance, permits, inspections*) for responsibility of permits, permit application processing, information acquisition, plan evaluations and reviews. This includes meeting OPA requirements in addition to federal, state, and local requirements.
3. These tasks require knowledgeable staff and resources to perform effectively. Budget provisioning for these specific needs should be considered for immediate implementation. CPI should be the first and last set of eyes on any projects performed within Ocean Pines. CPI should receive the financial support to perform more efficiently and independently.

Section V. RECOMMENDATIONS FOR BOARD ACTION.

1. Should the Board undertake the task of amending the Declarations of Restrictions, as part of that effort, consideration should be given to establishing fines and for all Sections.
2. Recommend looking at the possibility of providing on-site storage for oversize vehicles. This could be in partnership with a local storage facility at a negotiated rate for members of the OPA community. ARC is open to further discussion of this topic.

Statistics:

Variances and Exceptions Hearings - 38

Permits Reviewed and Issued -799

*Based on information provided by OPA.