



# Board of Directors

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Notice of Annual Meeting  
of the Members  
of the  
Ocean Pines Association, Inc.  
Saturday, August 8, 2009

Members of the Ocean Pines Association's By-laws section 4.02 and 4.04, no-  
tice of the Annual Meeting of the Members will be held on Saturday, August 8, 2009 at 10  
07 Cathell Rd. Berlin, MD 21811. Members will be checked in at the do-  
or time. Members will be required to provide a valid ID.

Agenda  
Annual Meeting of the Members  
Ocean Pines Association, Inc.

Call to Order  
Appointments - Introductions  
Ascertainment of Quorum  
Approval of Agenda  
Approval of Minutes of Annual Meetings - August 11, 2007 &  
Reports  
Old Business  
New Business  
Report



# 2022-23 Board of Directors



Doug Parks – President

**Election Date:** Elected in August, 2020  
**Term Expires:** 2nd term ends in 2023  
**Email:** [dparks@oceanpines.org](mailto:dparks@oceanpines.org)  
**Phone:** 443-397-3077



Richard Farr – Vice President

**Election Date:** Elected in August, 2021  
**Term Expires:** Term ends in 2024  
**Email:** [rfarr@oceanpines.org](mailto:rfarr@oceanpines.org)  
**Phone:** 410-390-1425



Dr. Stuart Lakernick – Secretary

**Election Date:** Elected in August, 2022  
**Term Expires:** 1st term ends in 2025  
**Email:** [slakernick@oceanpines.org](mailto:slakernick@oceanpines.org)  
**Phone:** 215-869-6343



Monica Rakowski – Treasurer

**Election Date:** Elected in August, 2022  
**Term Expires:** 1st term ends in 2025  
**Email:** [mrakowski@oceanpines.org](mailto:mrakowski@oceanpines.org)  
**Phone:** 410-493-4202

# 2022-23 Board of Directors



Frank Daly - Director

**Election Date:** Elected in August, 2021

**Term Expires:** 2nd term ends in 2024

**Email:** [fdaly@oceanpines.org](mailto:fdaly@oceanpines.org)

**Phone:** 410-790-2677



Steve Jacobs - Director

**Election Date:** Elected in August, 2022

**Term Expires:** 1st terms ends in 2025

**Email:** [sjacobs@oceanpines.org](mailto:sjacobs@oceanpines.org)

**Phone:** 240-595-0605



Dr. Colette Horn - Director

**Election Date:** Elected in August, 2020

**Term Expires:** 2nd term ends in 2023

**Email:** [chorn@oceanpines.org](mailto:chorn@oceanpines.org)

**Phone:** 443-791-7724

# Board of Directors

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**Seven elected Directors (four officers, three Directors-at-large); Directors receive no monetary compensation**



**Elected for three-year terms (can run for a 2<sup>nd</sup> consecutive term)**



**Officers chosen at Organizational Meeting held within two weeks of Association's Annual Meeting**



# Officers

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## President

- CEO of Association
- Runs meetings
- Meets with local government officials
- Performs official duties
- Has authority to direct the General Manager
- Meets with the General Manager weekly for updates
- Shares General Manager's updates with the Board

## Vice President

- Assumes duties of the President as necessary
- Meets with the General Manager weekly for updates

## Secretary

- Records Board meeting minutes
- Certifies Board candidates and election results

## Treasurer

- CFO of Association
- Oversees financial aspects of the Association

# Meetings

## Quorum

*The presence of members collectively eligible to cast at least 100 votes*

## Annual

- Held second Saturday of August of every year
- Validates the election of Directors
- Lack of quorum at meeting requires special meeting to validate results

## Monthly

- Regularly scheduled meetings held every month to discuss general business of the Association
- Currently held on Wednesday evenings and Saturday mornings

## Special

- Topic-driven
- Scheduled as needed

## Closed

- Governed by statute
- Closed to the public and property owners

*All meetings are open to all members of the Association except when closed as permitted under the provisions of The Maryland Homeowners Association Act.*

# Duties

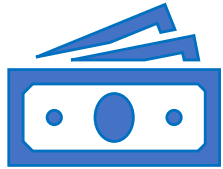
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**Establish and enforce policies**




**Approve budget proposed by the General Manager**



**Authorize expenditures of funds that exceed the spending threshold authorized for the General Manager and are below the threshold that does not require a referendum**

# Elections

ATTACHMENT B  
OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS [YEAR] CANDIDATE REGISTRATION FORM

 **Applicant Name** \_\_\_\_\_

**Property Ownership Information:** I have owned property in Ocean Pines Since (date) \_\_\_\_\_

Ocean Pines Street Address \_\_\_\_\_

Please attach supporting documentation if OPA records do not show you as owner of record on the property.

**Contact Information:** Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing address if different from above \_\_\_\_\_

**Optional Biographical Information:** Memberships in social clubs and/or organizations: \_\_\_\_\_

Service on OPA Advisory Committees: \_\_\_\_\_

Chairmanship of any committees, and/or service on executive board of any organizations in Ocean Pines: \_\_\_\_\_

Service in other communities where you have resided \_\_\_\_\_

Education: \_\_\_\_\_

Work Experience \_\_\_\_\_

- ☐ **Candidates** must be **owners of record** of real property in the Association on the **first day of January** of the year in which the election is to be held and eligible to vote
- ☐ **Candidates** must submit an application form no later than **May 10**
- ☐ **Candidate Registration Form** available at <https://www.oceanpines.org/web/pages/board-of-directors> or the Administration Building



# Elections

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- ❑ **Board Secretary** verifies candidate eligibility by **May 15** and submits list of eligible candidates to **Elections Committee by June 1**
- ❑ **Elections Committee** hosts 2-3 candidate forums, assists in preparation of election materials, and supervises:
  - printing of ballots
  - mailing of election materials to members eligible to vote
  - procedures for safeguarding and tabulating returned ballots (ballots counted by a third-party firm)

# Advisory Committees

## OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Email: \_\_\_\_\_

4. Telephone: \_\_\_\_\_ Property Owner for \_\_\_\_\_ (years)

5. Committee in which you would like to be involved:

_____ Aquatics	_____ Re-Appointment
_____ Architectural Review	_____ Re-Appointment
_____ Budget & Finance	_____ Re-Appointment
_____ By-Laws & Resolutions	_____ Re-Appointment
_____ Clubs	_____ Re-Appointment
_____ Communications	_____ Re-Appointment
_____ Elections	_____ Re-Appointment
_____ Environment & Natural Assets	_____ Re-Appointment
_____ Golf	_____ Re-Appointment
_____ Marine Activities	_____ Re-Appointment
_____ Racquet Sports	_____ Re-Appointment
_____ Recreation & Parks	_____ Re-Appointment
_____ Search	_____ Re-Appointment
_____ Strategic planning	_____ Re-Appointment
_____ Other _____	_____ Re-Appointment

Potential Term: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> ~ Term will expire: \_\_\_\_\_

6. Why do you want to be on this Committee? \_\_\_\_\_

7. What knowledge/input can you offer to this Committee? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- ☐ Established by the Board of Directors
- ☐ Committee members must be **members of the Association eligible to vote** and appointed or reappointed by the President with the consent of the Board of Directors
- ☐ Members may be **appointed at any time** to fill vacancies
- ☐ Expertise or **experience not required** to serve on a committee
- ☐ Application forms available at <https://www.oceanpines.org/web/pages/includes-advisory-committees> or the Administration Building

# Advisory Committees

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Aquatics

Budget & Finance

Golf

Recreation & Parks

Strategic Planning

By-Laws & Resolutions

Communications

Environment & Natural Assets

Marine Activities

Racquet Sports

Architectural Review

Elections

Search

*These three committees are permanent per Ocean Pines By-Laws. The Board has limited oversight of the Architectural Review Committee.*



# Advisory Committees

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***Become involved with the Ocean Pines community and learn more about the Association by volunteering to serve on an advisory committee!***



**Additional terms and extensions may be allowed at the Board's discretion.**

# Advisory Committees

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 CURRENT COMMITTEE MEMBERS

**DOUG PARKS – BOARD LIAISON**  
443-397-3077  
16 Sailors Way  
Email: [dparks@oceanpines.org](mailto:dparks@oceanpines.org)

**HAROLD DICK KEILING – CHAIR**  
603-303-3704  
205 Breezy Court  
Email: [keiling8082@gmail.com](mailto:keiling8082@gmail.com)  
2nd Term  
Term Ends: July 28, 2022

**JOHN O’CONNOR**  
443-783-0768  
2 Dogwood Place  
Email: [jjoconnor@mchsi.com](mailto:jjoconnor@mchsi.com)  
6th Term  
Term Ends: April 17, 2021

**THOMAS PIATTI**  
410-302-0558  
13 Chatham Court  
Email: [tompatti@aol.com](mailto:tompatti@aol.com)  
1st Term  
Term Ends: July 27, 2021

- ☐ Each committee is assigned a **Board liaison**
- ☐ A **committee calendar** and complete list of committee **members**, including term and contact information, can be found at **<https://www.oceanpines.org/web/pages/includes-advisory-committees>**



# Contact

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**Email**

**directors@oceanpines.org**



When viewed from afar ... the Board of Directors has three main jobs:

- Ensure and oversee the management of OPA operations,
- Establish a balanced budget every year, and
- Chart a course to the future.