

MEETING
By-Laws & Resolutions Advisory Committee
March 5, 2021
Microsoft Teams

Present: Chair Jim Trummel and committee member Bob Hillegass. Also present was Josh Davis, OPA Marketing and Public Relations Director. Chair Jim Trummel called the meeting to order at 1:16 PM.

The agenda was approved.

The minutes of the February 2, 2021 meeting were approved after a typographical error was corrected.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS:

There was a update of the status of the By-laws Work Group by the chair. At this time, there is no action for By-laws and Resolutions.

The status of a review of resolutions F-02, F-03 and F-04 is uncertain. The chair will communicate with our Board liaison regarding review status.

NEW BUSINESS:

Consideration of a meetings schedule was deferred until full committee discussion can be held.

GOVERNANCE DOCUMENT REVIEW:

The status of resolutions was reviewed and updated. The attached Governance Review Document reflects the changes made at the meeting and will be used for resolutions review at the April 2, 2021 meeting.

The meeting was adjourned at 2:17 PM on a unanimous vote.

Jim Trummel
Minutes Recorder

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

NOTE: The below highlighted areas denotes the updates/changes made at the 3/5/2021 meeting by the C-04 Committee Members.

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
By-Laws	8/9/2008	Aug-08	TBD	
Articles of Amendment and Restatement	4/24/2013	Apr-13	TBD	
Declaration of Restrictions				
Total Number on File 33				Note: For Informational purposes, the OPA has total for 33 of Declaration of Restrictions on file.
Snow Hill Depository				
Board Resolutions				
B-01 Book of Resolutions	1/4/2020	Jan-20	Jan-22	
B-02 Rules of Order for Board Meetings	11/19/2008	Oct-18	Oct-20	
B-03 Meetings of Association Members	11/19/2008	Nov-18	Oct-20	
B-04 Agenda Development for Board Meetings	1/27/2018	Jan-18	Oct-20	
B-05 Conflicts of Interest	11/19/2008	Oct-18	Oct-20	On hold, currently under review by a Board Work Group. Note: B-05 and B-08 discuss Conflicts of interest topics differently. These differences need to be reviewed and reconciled.
B-06 Indemnification Policy	11/19/2008	Oct-18	Oct-20	
B-07 Petitions	11/19/2008	Oct-18	Oct-20	
B-08 Director Ethics & Conduct	7/27/2018	Jul-18	Jul-20	C-04 Board Liaison to request the Board to review this Resolution to correct the wording that caused the recently completed litigation. On hold, currently under review by a Board Work Group. Note: B-08 and B-05 discuss Conflicts of interest topics differently. These differences need to be reviewed and reconciled.
Committee Resolutions				
C-01 Committee General	9/9/2020	Sep-20	Sep-22	
C-02 Architectural Review Committee	5/2/2020	May-20	May-22	
C-03 Budget and Finance Advisory Committee	10/10/2018	Oct-18	Oct-20	C-04 Chair to contact the C-03 Chair to advise this Resolution is due for review.
C-04 By-Laws and Resolutions Advisory Committee	10/20/2018	Oct-18	Oct-20	
C-05 Clubs (Food & Beverage) Advisory Committee	10/20/2018	Oct-18	Oct-20	This Advisory Committee was suspended by the BOD at the 9/9/2020 Board meeting.
C-06 Communications Advisory Committee	10/20/2018	Oct-18	Oct-20	C-04 Chair to contact the C-06 Chair to advise this Resolution is due for review.
C-07 Strategic Plan Advisory Committee	1/27/2018	Jan-18	Jan-20	C-04 Chair to contact the C-07 Chair to advise this Resolution is due for review.
C-08 Elections Committee	10/10/2018	Oct-18	Oct-20	On hold pending the the results of the Bylaws Work Group's review.
C-09 Executive Council Committee	5/20/2009	Sep-17	Sep-21	
C-10 Environment and Natural Assets Advisory Committee	10/27/2017	Mar-19	Mar-21	C-04 Chair to contact the C-10 Chair to advise this Resolution is due for review.

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

NOTE: The below highlighted areas denotes the updates/changes made at the 3/5/2021 meeting by the C-04 Committee Members.

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
C-11 Golf Advisory Committee	5/2/2020	Feb-20	Feb-22	
Responsible: C-11 Committee Chair				
C-12 Marine Activities Advisory Committee	5/20/2009	Jul-17	Jul-19	
Responsible: C-12 Committee Chair				
C-13 Recreation and Parks Advisory Committee	10/10/2018	Oct-18	Oct-20	
Responsible: C-13 Committee Chair				
C-14 Racquet Sports Advisory Committee	12/19/2020	Dec-20	TBD	This Advisory Committee was reinstated by the BOD at the 12/17/2020 Board Meeting. The Committee will operate as defined in the Board Approved, Resolution C-14.
Responsible: C-14 Committee Chair				
C-15 Aquatics Advisory Committee	10/10/2018	Oct-18	Oct-20	
Responsible: C-15 Committee Chair				
Financial and Budgetary Resolutions				
F-01 Investment Guidelines	3/24/2016	May-18	May-20	
Responsible: Board				
F-02 Annual Budget Development	11/19/2008	May-18	May-20	Will be reviewed after approval of the budget.
Responsible: Board				
F-03 Financial Reserve Accounts	10/17/2020	Oct-20	Jun-21	Is Drainage a separate Reserve Fund?
Responsible: Board				
F-04 Delinquent Assessments	6/4/2019	Jun-19	Jun-21	Delinquent report status is under review.
Responsible: Board				
General and Administrative Resolutions				
M-01 Compliance Procedures	5/2/2020	May-20	Jul-21	
Responsible: Board				
M-02 Amenity Policies	11/2/2019	Nov-19	Nov-21	
Responsible: Board				
M-04 Maintenance of Lots	5/2/2020	May-20	May-21	
Responsible: Board				
M-05 Animal Control	2/17/2010	May-17	May-19	C-04 Board Liaison to request the Board to review this Resolution.
Responsible: Board				
M-06 Elections and Referendums	2/5/2020	Feb-20	Oct-20	C-04 Chair will provide M-06 Chair and M-06 Board Liaison with suggestions/comments from the C-04 Committee Meeting held on 2/2/2021.
Responsible: Board				
M-07 Bulkhead and Waterway Maintenance	6/16/2010	Jul-17	Jul-19	C-04 Board Liaison to request the Board to review this Resolution.
Responsible: Board				
M-08 Association Manuals (includes a Total of 8 manuals) 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.	7/20/2011	Nov-17	Oct-20	C-04 Chair has placed this on hold until after the Board appointed By-Laws Workgroup has completed their work. Any changes they make to our by-laws or governing documents may required changes to the Association Manuals to correct any possible inconsistencies between these manuals and our governing documents.
Responsible: Board				
M-09 Search Committee	2/16/2019	Feb-19	Jul-20	The Bylaws Work Group is currently reviewing the status of the Search Committee.
Responsible: Committee Chair, GM and Board				