

(This report was submitted to the Board of Directors at the January 19, 2011 Board Meeting)

BY-LAWS AND RESOLUTIONS ADVISORY COMMITTEE
RESOLUTIONS UPDATE
JANUARY 19, 2011

A resolution review process by the By-Laws and Resolutions Advisory Committee began in the summer of 2008. The intention has been to update Board approved resolutions, including consolidating or canceling resolutions. During this review, the Board has approved resolutions involving Association matters not previously covered in a resolution format. Most notable are resolutions covering member compliance with property standards and the procedures to be followed for annual charge delinquencies. A more complete record of the resolution review can be seen in the last two Annual Reports of the Committee. These reports are posted on the Association web site under By-Laws and Resolutions Advisory Committee documents.

There are currently five active resolutions which have not completed the review process. They are:

1. Resolution 2-02-25 Group Catering Policy (April 2002)
2. Resolution 2-02-27 Country Club Use-Miscellaneous Groups (November 2002)
3. Resolution 2-03-28 OPA Facilities Reservation Policy (November 2002)
4. Resolution 2-84-3 Clubhouse Rules and Regulations (revised April 1994)
5. Resolution 2-86-17 Recreational Facilities Guidelines (revised October 1989)

In a recent communication, the Committee has recommended that Resolution 2-02-25 be canceled. The Committee consolidated consideration of the others into a grouping called Facilities Rules/Guidelines. Consideration of this group of resolutions was suspended in 2010 when the Board began active consideration of options for the management of the Golf Course and Food and Beverage operations. Now that decisions have been made, the Committee has resumed work on these resolutions. An approach being considered is to remove the detailed provisions from Board approved resolutions and give the General Manager the responsibility for establishing and publishing the necessary rules and policies. This is similar to the approach used in Resolution M-03 Recreation Facilities Rules. That Resolution replaced several separate resolutions containing rules for use of the various recreation facilities. M-03 gives the General Manager responsibility for establishing, publishing, and distributing recreation rules. Prior Board approval is not required, but the General Manager is to advise the Board of any new or revised rules. Whatever approach is taken to the remaining resolutions, the effort will focus on recommendations that consolidate material and remove obsolete provisions as well as the delegation of responsibility in a manner consistent with effective management of Association operations.

The Committee is currently working on a draft resolution that provides for the control of various manuals used by the Association. This would be a new resolution which would cover such existing documents as the OPA Financial Management Manual, OPA Financial Procedures Manual, Employee Handbook and others. The approach of the draft is similar to that in Resolution M-03 with the General Manager having responsibility for control and modification, when necessary. A draft has been submitted for staff review.

Resolution B-01 Book of Resolutions calls for a periodic review of approved resolutions. The Committee has decided to review resolutions on a two year interval from the date of release or last amendment, as applicable. We have now reached the two year point for the earlier resolutions and have started the review process. Association staff and Committee chairs will be asked for input where their responsibilities are involved. The Board Liaison will be asked to review resolutions that include Board action.

Lastly, a change to Resolution C-08 Election Committee, which is unrelated to the resolution review, has also been submitted.

Jim Trummel
Chairman
By-Laws and Resolutions Advisory Committee