

By-Laws and Resolutions Committee  
Meeting Minutes 3/7/2016

Attendees: Doug Parks, Doug Slingerland, Marty Clarke

Meeting called to order at 9:00 AM.

Minutes from the February 2016 meeting were approved.

Chairman Doug Parks reported that proposed changes to resolutions C-03 and F-01 had been submitted to the board for a first reading and that the reading and subsequent discussion did occur at the February 25th board meeting.

He also reported that confirmation regarding the status of resolution C-11 (Golf Advisory Committee) was received from the board and they verified the committee was inactive. Additionally Doug provided feedback on his visit to Worcester County Clerk – Office of Land Records on the status of the requirement to have OPA governance documents filed in the HOA depository with the county. It was noted that OPA is in good shape as the required documents have been properly filed. However, there are two versions of the ARC (formerly Environmental Control Committee) guidelines filed on the same date. Marty Clarke suggested contacting Dino McCurdy in the CPI office to see if he has any details. Additional research will be required to confirm the current version of the document and the appropriate corrective action will be taken.

Marty Clarke noted the existence of a Financial Management Policy Manual from 2006 and inquired to determine if a copy of this document is included in the OPA document library. The committee will look into this matter and report back accordingly.

Discussion on resolution M-03 resulted in confirmation of the current content. Based on research from previous board meeting minutes, the original intent was to have the amenity based terms and conditions combined into a single resolution which was adopted as of 9/20/2011. Doug Slingerland and Marty Clarke each noted that resolution M-02 did contain the information from M-03 as intended.

The committee then discussed resolution M-02. It was agreed that section 8.c is no longer applicable and will recommend to the board that this section be removed.

Discussion continued regarding section 11.a and noted that a clarification is required concerning the issuance of a parking permit to the general public (non-OPA property owners). This issue will be brought up to the board for further discussion.

Discussion then moved to section 13.f, specifically the term “public notification” and its definition. As there are many methods for publically notifying membership as well as outside groups, the committee recommended approaching the board to inquire as to their perception of “public notification” regarding the use of OPA facilities. It is the committee’s position to ensure there is a clear and stated definition of this term in order to reduce any risk that may be associated with advertising the use of these facilities.

The committee discussed resolution M-06 and agreed that contacting the chairman of the Elections Committee was the appropriate starting point for a review of the resolution. It was agreed that Doug Parks will reach out to the chairman for the initial discussion.

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In the interest of time and given that additional research would be required the discussion on a proposed change to the by-laws regarding the number of votes necessary to remove a director, the discussion was tabled and will be included in the agenda for the April meeting.

Doug Parks shared a spreadsheet that lists all the governance documents for the OPA and the date the document was last updated for committee review. The objective is to ensure all the required documents have been identified and that the regular review cycle from some time ago is re-established.

Doug Slingerland suggested the addition of a several columns with more detailed information and it was agreed that the columns would be added. Marty Clarke noted that a change to one of the Declarations of Restrictions had occurred back in 1990 and will provide the updated document to Doug Parks. Doug agreed to research to see if that change has been recorded with the county and is included in OPA governance documents.

The meeting was adjourned at 10:30 AM

Respectfully submitted  
Doug Parks  
Chairman, By-Laws and Resolutions Committee