

MINUTES

Bylaws & Resolutions Advisory Committee Meeting
Monday, September 7, 2017, 10:00 AM
Small Conference Room in Administration Building

Present: Marty Clarke (chair), members Bob Hillegass, Jeff Knepper, Jim Trummel and Audrey Wahl;
Board Liaison Brett Hill was not present. Josh Davis of Bayside Gazette was present.

The chair called the meeting to order at 10:05 AM.

AGENDA: The agenda was approved after the chair requested that consideration of Resolution C-15 Aquatics Advisory Committee be deferred until the October meeting in order to allow time to request input for the Aquatics Committee. Resolution C-15 was deleted from NEW BUSINESS.

MINUTES: The minutes of the August 7, 2017 meeting were unanimously approved.

PUBLIC COMMENT: There were no members present for public comment.

OLD BUSINESS

M-06 Elections and Referendums: The chair will ask the Board President and Elections Liaison to have the Association attorney sign the latest amended release of M-06.

M-09 Search Committee: The chair reported that the comments of this Committee had been sent to the Board President, Search Committee chair, and Search Committee Liaison. However, since there have been changes in these positions, additional copies will be sent to the appropriate persons.

Jim Trummel commented that the version of M-09 on the Association website does not include the amendment approved by the Board at the regular meeting of April 29, 2017. This amendment stated that a Board Liaison is to be appointed to the Search Committee, but not a member of the Board who is eligible for election. Trummel further commented that the Association website shows Board member Cheryl Jacobs as the Search Committee Liaison. Director Jacobs is eligible for election in 2018.

The chair will initiate action to have the April 29, 2017 amendment to M-09 incorporated into the text and the new version placed on the Association website.

The chair will advise the President of the conflict between the approved version of M-09 and the liaison assignment.

C-10: Environment and Natural Assets Advisory Committee: The C-10 Committee had previously forwarded to this Committee a proposed amendment to C-10 for comment. The chair reported that the C-10 Committee has received the comments of this Committee and is using the comments in proceeding with its plans to submit a draft to the Board.

Governance Documents Review: The status of the governance documents was reviewed and updated as appropriate. The attachment to these minutes is the status of the governance documents as of completion of the review at this Committee meeting.

NEW BUSINESS: No new business.

Jim Trummel moved that the meeting be adjourned and Bob Hillegass seconded the motion. The Committee unanimously adjourned the meeting at 11:30 am.

The next meeting is October 2, 2017 at 10:00 am in the Administration Building.

Submitted by,

Jim Trummel

Minutes recorder

NOTE: The below highlighted areas denotes the updates/changes made at the 9/7/17 Committee Meeting.

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

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
By-Laws	8/9/2008	Aug-08	TBD	
Articles of Amendment and Restatement	9/12/2013	Sep-13	TBD	
Declaration of Restrictions				
Board Resolutions				
B-01 Book of Resolutions	9/16/2008	Dec-09	Jul-17	The C-04 Committee to submit in Sep to the OPA Board of Directors for review at their Oct. Meeting.
B-02 Rules of Order for Board Meetings	11/19/2008	Dec-08	Nov-17	M-06 Chair to contact Board President requesting a Board review prior to the C-04 Nov Meeting.
B-03 Meetings of Association Members	11/19/2008	Dec-08	Nov-17	M-06 Chair to contact Board President requesting a Board review prior to the C-04 Nov Meeting.
B-04 Agenda Development for Board Meetings	11/19/2008	Dec-08	Nov-17	M-06 Chair to contact Board President requesting a Board review prior to the C-04 Nov Meeting.
B-05 Conflicts of Interest	11/19/2008	Dec-08	Oct-17	
B-06 Indemnification Policy	11/19/2008	Dec-08	Oct-17	
B-07 Petitions	11/19/2008	Dec-08	Oct-17	
Committee Resolutions				
C-01 Committee General	5/20/2009	May-09	Apr-17	In Process
C-02 Architectural Review Committee	12/17/2008	Mar-09	Nov-17	M-06 Chair to contact C-02 Chair and Board Liaison requesting review prior to the M-06 Nov Meeting.
C-03 Budget and Finance Advisory Committee	11/19/2008	Mar-16	Apr-18	M-06 Chair to contact C-03 Chair requesting review at completion of the 2019 Budget process.
C-04 By-Laws and Resolutions Advisory Committee	12/17/2008	Nov-16	Nov-19	
C-05 Clubs (Food & Beverage) Advisory Committee	12/17/2008	Dec-16	Apr-19	
C-06 Communications Advisory Committee	12/17/2008	Mar-09	Nov-17	M-06 Chair to contact C-06 Chair and Board Liaison requesting review prior to the C-04 Nov Meeting.
C-07 Comprehensive Plan Advisory Committee	4/24/2013	Apr-13	Jan-18	
C-08 Elections Committee	1/19/2011	Feb-17	Nov-17	The C-04 Chair to ask C-08 Chair to confirm that it is in process. The C-04 committee would like to review it prior to our Nov Meeting.
C-09 Executive Council Committee	5/20/2009			The C-04 Chair to ask the Board President to conduct a review of C-09 after the next C-09 meeting is conducted.
C-10 Environment and Natural Assets Advisory Committee	5/20/2009	Jan-17	Jan-19	

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

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments
C-11 Golf Advisory Committee	3/10/2010	Oct-16	Oct-17	Board Liaison to determine status at the Oct Meeting.
C-12 Marine Activities Advisory Committee	5/20/2009	Jul-17	Jul-19	No response received from C-12 Chair. Therefore, next review date rescheduled for Jul 2019
C-13 Recreation and Parks Advisory Committee	6/17/2009	Jun-09	Jan-18	
C-14 Racquet Sports Advisory Committee	9/27/2014	Jan-17		Committee Inactive
C-15 Aquatics Advisory Committee	6/17/2009	Jun-09	Nov-17	C-04 Chair to notify C-15 Chair this past due review has been rescheduled for the Nov C-04 meeting.
Financial and Budgetary Resolutions				
F-01 Investment Guidelines	3/24/2016	Mar-16	Mar-18	
F-02 Annual Budget Development	11/19/2008	Sep-16		M0-6 Chair to contact F-02 Chair requesting review at completion of the 2019 Budget process.
F-03 Financial Reserve Accounts	12/17/2008	Mar-09	Mar-18	
F-04 Delinquent Assessments	6/17/2009	Jan-17	Mar-18	
General and Administrative Resolutions				
M-01 Compliance Procedures	12/16/2009	Dec-09	May-18	
M-02 Amenity Policies	4/30/2015	Apr-15		Placed on hold pending direction from the Board.
M-04 Maintenance of Lots	2/17/2010	Feb-10	May-18	
M-05 Animal Control	2/17/2010	May-17	May-19	
M-06 Elections and Referendums	4/24/2013	Mar-17	Oct-17	C-04 Chair to ask M-06 Chair & Board Liaison to have Attorney sign the Document
M-07 Bulkhead and Waterway Maintenance	6/16/2010	Jul-17	Apr-19	
M-08 Association Manuals	7/20/2011	Jul-11	Jun-17	C-04 Chair to remind the New Board President of the annual requirement to review all M-08 manuals and advise the C-04 Committee of any changes.
M-09 Search Committee	3/19/2014	Jan-17	Apr-17	Currently in process as of C-04 Sept meeting.