



OCEAN PINES ASSOCIATION, INC.

Mission Statement: Provide the governance, administration, facilities, services, and amenities that are necessary to make Ocean Pines an attractive, affordable, safe, and enjoyable place to live and work.

BOARD OF DIRECTORS' REGULAR MEETING
AGENDA

Wednesday, June 22, 2022
11:00 a.m., Board Meeting Room

Join Via Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzZlMTc0ZmQtYjE3ZS00M2JiLWJjYWVtZjlkNTRjYmE1NDFi%40thread.v2/0?context=%7b%22Tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22Oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d

Call to Order – Colette Horn, President – **all cell phones must be silenced; board cell phones must be powered off and stowed away; emergency text-in or call-in number for Directors' families is 443-377-1079**

Pledge of Allegiance – All

Approval of Agenda – Board

Approval of Minutes –

May 25, 2022 – Regular Meeting
June 9, 2022 – Special Meeting

President's Remarks – Colette Horn

GM Report – John Viola

Treasurer's Report – Larry Perrone

Public Comments – **Members wishing to make comments must state their name and address. Time limit for comments is 5 minutes. Comments may be made on any topic of interest to the member that pertains to the mission of OPA (see above). Order for comments for hybrid meetings: 1st – members in attendance in-person; 2nd – MS. Teams Participants (use of "raise hand" function required to enter speaking queue); 3rd – members participating through the MS Teams call-in (audio only) function. To enter call-in queue, text Josh Davis at 443-377-1079. 4th – Members wishing to speak via the MS Teams chat function – chat function is for Public comments only; all other comments in the chat function will be considered out of order, as will be speaking during the meeting without being given the floor by the Chair.**

Purchase Requests –

Front Deck Rough Mower – Golf Maintenance
Rough Unit – Golf Maintenance
Spray Rig – Golf Maintenance

CPI Violations – None

Unfinished Business – None

New Business –

Review of Resolution B-04 – Colette Horn

Review of Resolution M-01 – Colette Horn

Consideration in rescinding Resolution M-08 – Colette Horn

Motion to approve a revision to Resolution B-03 Meetings of Association Members (Hybrid) – Colette Horn

Motion for first reading to amend Resolution M-06 for Electronic Voting – Larry Perrone

Drone Video of Ocean Pines – Colette Horn

Motion to adjourn to closed session for the purpose of discussing matters pertaining to employees and personnel; specifically pertaining to the GM position as permitted by the MD Homeowner's Association Act, Section 11B-111(i) – Colette Horn

Appointments –

Ron Kurtz – 1st Term – Racquet Sports

Announcement of next meeting date: July 27, 2022 at 11:00 a.m.

Adjournment to closed session



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' REGULAR MEETING
Wednesday, May 25, 2022
11:00 a.m., Clubhouse Meeting Room

PRESENT: Colette Horn, Frank Daly, Rick Farr, Josette Wheatley, Doug Parks, and Amy Peck.

ABSENT (EXCUSED ABSENCE): Larry Perrone.

ALSO PRESENT: John Viola (General Manager), 14 Association members, and approximately 14 attendees through Microsoft Teams.

Call to Order – Colette Horn called the meeting to order at 11:00 a.m. with the Pledge of Allegiance.

Approval of Agenda

Mr. Parks moved to accept the agenda, Mr. Farr seconded, all in favor.

The agenda was amended to include the additional purchase request for mailboxes and pedestals. Mr. Daly moved to accept the amended agenda, Mr. Parks seconded, all in favor.

E-mail Votes – Rick Farr –

Mr. Farr presented both motions regarding the approval of the CIPP Liners for Drainage, which were then read by Mr. Daly, that were approved unanimously by the Board through email votes.

Approval of Minutes

Ms. Daly moved to accept the minutes from the April 20, 2022 Regular Meeting, Mr. Parks seconded, all in favor.

Mr. Parks moved to accept the minutes from the April 22, 2022 Special Meeting, Ms. Peck seconded, all in favor.

Mr. Daly moved to accept the minutes from the May 13, 2022 Special Meeting, Ms. Peck seconded, all in favor.

President's Remarks – Colette Horn –

Dr. Horn announced that all 28 by-law changes have passed. She thanked the Elections Committee, staff, By-Laws Committee, and the Board for their work.

Recently the candidates were announced for the election. Upon checking with the Ocean Pines Attorney, he noted that it was considered a "best practice" to list the candidates alphabetically. She apologized for any controversy caused by this decision.

GM Report – John Viola (attached)

Treasurer's Report – None

Insurance Presentation – Deeley Insurance (attached)

Public Comments

Paula Gray – 88 Windjammer Road

Purchases Requests

Public Works – Installation of Culvert Pipes for Bainbridge Project:

For Beaconhill Road pipes – Mr. Daly moved to accept the recommendation, Mr. Parks seconded, all in favor.

For Pinehurst Road pipes – Mr. Parks moved to accept the recommendation, Mr. Daly seconded, all in favor.

For Sandyhook Road pipes – Mr. Parks moved to accept the recommendation, Mr. Daly seconded, all in favor.

Public Works – Mailbox Cluster Box Units and Replacement Pedestals – Mr. Daly moved to accept the recommendation, Mr. Parks seconded, all in favor.

CPI Violations – None

Unfinished Business – None

New Business –

Motion to amend the current application and process for tree removal – Rick Farr
Mr. Parks seconded.

Discussion: Robert Rules was suspended to allow John Dilworth, ARC Chair, to speak. A question was raised by Mr. Daly on why the form would require notarization. Mr. Dilworth replied to involve owners in the tree removal process and make owners accountable for applying for the permit. Mr. Parks suggested in lieu of notarizing that owners can sign the form in view of staff. He also suggested that this change be communicated with the tree companies.

Mr. Farr amended the motion to allow for form to be signed in person and, if not in person, would require to be notarized and sent in.

Mr. Parks moved to accept the changes to the tree removal application and process as amended, Mr. Farr seconded, all in favor.

Motion to declare the existence of open violations in legal and suspend voting rights and the use of Association Amenities – Rick Farr
Ms. Wheatley seconded.

Discussion: Robert Rules was suspended to allow John Dilworth to speak. Ms. Peck raised a question on how the accounts will be flagged so they cannot purchase amenities or vote. Response was given that a minimal charge can

be put against the account in Northstar, but the process would be verified with the Assessment/Membership supervisor prior to implementation. Mr. Daly commented that all legal violations should be included.

All were in favor.

Resident geese population control – Doug Parks

Discussion: Robert Rules was suspended to allow the Environmental Committee to make a presentation on ornamental grasses/plantings to deter geese (attached). Mr. Daly noted that a schedule and cost estimate needs to be provided for consideration. Dr. Horn questioned the maintenance of the grasses and as researched, the grasses/plantings would only need to be maintained once a year.

Appointments –

Beth Gismondi – 1st Term – Architectural Review Committee

Mr. Daly moved to accept the appointment, Ms. Wheatley seconded, all in favor.

Thomas Fraser – 1st Term – Recreation and Parks Committee

Mr. Daly moved to accept the appointment, Ms. Peck seconded, all in favor.

Adjournment –

Mr. Daly moved to adjourn the meeting, Mr. Farr seconded, all in favor.

The meeting adjourned at 12:54 p.m.

Respectfully submitted:
Rick Farr, Secretary



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS' SPECIAL MEETING
Thursday, June 9, 2022
6:00 p.m., Administration Board Room

PRESENT: Colette Horn (via Microsoft Teams), Frank Daly, Larry Perrone, Rick Farr, Doug Parks, Amy Peck, Josette Wheatley, OPA Counsel Jeremy Tucker

ALSO PRESENT: 3 Association member and 28 attendees through Microsoft Teams.

Call to Order –

Mr. Daly called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

Approval of Agenda –

Mr. Daly moved to approve the agenda, Mr. Perrone seconded, all in favor.

Public Comments –

Mark Thomas – 1132 Ocean Parkway

Barbara Cox – 26 Lookout Point

Joe Reynolds – 84 Watertown Road

Motion to go into closed session for discussion with Legal Counsel – 6:19pm

Mr. Daly moved to go into closed session, Mr. Perrone seconded, all in favor.

Motion to suspend the right of Tom Janasek to access specific amenity facilities –

Mr. Daly moved to approve the motion to suspend the rights for 90 days, Mr. Perrone seconded.

Mr. Perrone amended the motion to suspend the rights to December 1, 2022, to match the peace order. The motion failed 3-4, with Dr. Horn, Mr. Farr, Mr. Parks, and Ms. Peck opposed.

The original motion passed 5-2, with Mr. Farr and Mr. Parks opposed.

Adjournment–

At 8:17 p.m., Mr. Perrone moved to adjourn, Ms. Peck seconded, all in favor.



OCEAN PINES ASSOCIATION, INC.
 BID REQUEST FORM

DEPARTMENT Golf Maintenance DATE 1/10/22 WITH BUDGET

ITEM DESCRIPTION * FRONT DECK RUGH MOWER FOR WOODLINES APPROVAL

FOR REPLACEMENT OF (if applicable) JD 1435 FRONT DECK MOWER

RESERVE STUDY - PAGE # LINE# 306.44 BUDGET AMOUNT \$ 35,000.00 ✓

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
TURF EQUIPMENT AND SUPPLY	\$ 26,800	\$ 8,200 LESS THAN BUDGET	72" DECK MOWER <u>1000</u>
JOHN DEERE	\$ 25,903.28	\$ 9,096.72 LESS THAN BUDGET	60" DECK MOWER, MORE MANEUVERABLE FOR CURT TRAIL AREAS. BETTER PRICE. <u>RECOMMENDED</u> ✓
SALOBSEN (CLOSING FACILITIES)	—	—	CLOSING THEIR FACILITIES, GAIT GET PARTS OR SERVICE

DEPT. HEAD <u>Art Malinowski</u> ACCOUNTING <u>Spicer</u>	DATE <u>1/14/22</u>	APPROVAL <u>[Signature]</u> GENERAL MANAGER	DATE <u>6/6/22</u>
BOARD <u>[Signature]</u>	DATE <u>6/6/22</u>	BOARD <u>[Signature]</u>	DATE <u>6/6/22</u>



January 7, 2022

Mr. Justin Hartshorne
Ocean Pines Golf Club

Dear Justin:

As requested, I am pleased to quote the selling prices for the following pieces of equipment. The prices include full service set up and delivery but no applicable state sales tax and are good through February 7, 2022. Terms are 1% 10 days, net 30. There is a 2.5% processing fee if paying by credit card.

1 Toro Groundsmaster 3200 out front with:

- 24.7 HP Yanmar diesel engine
- 72" side discharge deck
- Two wheel drive
- Two year/ 1500 hour warranty

Price each \$26,800

Jessup

8015 Dorsey Run Rd
Jessup, MD 20794
410-799-5575
800-827-3711

West Chester

16 Hagerty Blvd
West Chester, PA 19382
610-335-1623
888-384-8676

Fairfax

2825 B&C Dorr Ave
Fairfax, VA 22031
703-573-2977

Frankford

33180 Dupont Blvd
Frankford, DE 19945
302-732-9290

Frederick

1525 Tilco Dr, B-2
Frederick, MD 21704
301-695-1140

If you have any questions or need any additional information please don't hesitate to contact me.

Best regards,

Mike Minard, TSPC
Territory Manager



Quote Summary

Prepared For:

Ocean Pines
MD

Prepared By:

Joey Wolff
Finch Turf, Inc.
9 Venture Way
Eldersburg, MD 21784-3005
Phone: 410-795-1051
jwolff@finchinc.com

Quote Id: 25741238

Created On: 09 December 2021

Last Modified On: 09 December 2021

Expiration Date: 09 January 2022

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 1550 TerrainCut™ Commercial Front Mower (Less Mower Deck)	\$ 20,091.36 X	1 =	\$ 20,091.36
JOHN DEERE 60 In. 7-Iron PRO Commercial Side Discharge Deck	\$ 4,370.77 X	1 =	\$ 4,370.77
Equipment Total			\$ 24,462.13

Quote Summary

Equipment Total	\$ 24,462.13
SubTotal	\$ 24,462.13
State Tax - (6.00%)	\$ 1,441.15
Est. Service Agreement Tax	\$ 0.00
Total	\$ 25,903.28
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 25,903.28

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 25741238

JOHN DEERE 1550 TerrainCut™ Commercial Front Mower (Less Mower Deck)

Hours:

Stock Number:

				Selling Price
				\$ 20,091.36
Code	Description	Qty	Unit	Extended
2407TC	1550 TerrainCut™ Commercial Front Mower (Less Mower Deck)	1	\$ 21,429.00	\$ 22,071.87
Standard Options - Per Unit				
001A	United States and Canada	1	\$ 0.00	\$ 0.00
1019	23x10.50-12 4PR Turf Drive Tires	1	\$ 0.00	\$ 0.00
1190	Two Wheel Drive	1	\$ 0.00	\$ 0.00
2010	Deluxe Comfort Seat with Armrests	1	\$ 0.00	\$ 0.00
Standard Options Total				\$ 0.00
Dealer Attachments				
UC13263	Quik-Tatch Weight, 42 lb (19 kg)	3	\$ 62.82	\$ 188.46
TCB10303	Rear Weight Mounting Kit	1	\$ 124.54	\$ 124.54
Dealer Attachments Total				\$ 313.00
Value Added Services Total				\$ 0.00
Other Charges				
	EnviroCrate	1	\$ 65.00	\$ 65.00
Other Charges Total				\$ 65.00
Suggested Price				\$ 22,449.87
Customer Discounts				
Customer Discounts Total			\$ -2,358.51	\$ -2,358.51
Total Selling Price				\$ 20,091.36

JOHN DEERE 60 In. 7-Iron PRO Commercial Side Discharge Deck

Hours:

Stock Number:

				Selling Price
				\$ 4,370.77
Code	Description	Qty	Unit	Extended
033JTC	60 In. 7-Iron PRO Commercial Side Discharge Deck	1	\$ 4,769.00	\$ 4,864.38
Standard Options - Per Unit				
001A	United States and Canada	1	\$ 0.00	\$ 0.00
Standard Options Total				\$ 0.00



JOHN DEERE

Selling Equipment

Quote Id: 25741238

Other Charges			
EnviroCrate	1	\$ 65.00	\$ 65.00
Other Charges Total			\$ 65.00
Suggested Price			\$ 4,929.38
Customer Discounts			
Customer Discounts Total		\$ -558.61	\$ -558.61
Total Selling Price			\$ 4,370.77



OCEAN PINES ASSOCIATION, INC.
 BID REQUEST FORM

DEPARTMENT Golf Maintenance

DATE 1/10/22

with Budget Approval

ITEM DESCRIPTION ROUGH UNIT

FOR REPLACEMENT OF (if applicable) JACOBSEN MS222 RUGH UNIT

RESERVE STUDY - PAGE # 306.00 LINE# 306.00 BUDGET AMOUNT \$ \$70,000.00

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
<i>192</i> TURF EQUIPMENT AND SUPPLY	\$78,446.00	\$8,446.00 MORE THAN BUDGET	<u>RECOMMENDED</u> MAYBE OTHER UNIT SO CAN USE SAME PARTS FOR SERVICE. BETTER PRICE
JOHN DEERE	\$81,678.35	\$11,678.35 MORE THAN BUDGET	
JACOBSEN	-	-	CLOSING THEIR FACILITIES, CAN'T GET PARTS OR SERVICE

DEPT. HEAD <i>John Mahon</i> DATE <u>1/14/22</u>	APPROVAL <i>John G. Fisher</i> GENERAL MANAGER DATE <u>6/6/22</u>
ACCOUNTING <i>Staci</i> DATE <u>6/6/22</u>	BOARD DATE _____

*Please limit 1 item per sheet

November 1st before



January 7, 2022

Mr. Justin Hartshorne
Ocean Pines Golf Club

Dear Justin:

As requested, I am pleased to quote the selling prices for the following pieces of equipment. The prices include full service set up and delivery but no applicable state sales tax and are good through February 7, 2022. Terms are 1% 10 days, net 30. There is a 2.5% processing fee if paying by credit card.

1 Toro Groundsmaster 4300D with:

- 43.4 HP Yanmar diesel engine
- Five 22" contour plus decks
- 90" mowing width
- All wheel drive with cross trax
- Two year/ 1500 hour warranty

Price each \$78,446

Jessup

8015 Dorsey Run Rd
Jessup, MD 20794
410-799-5575
800-827-3711

West Chester

16 Hagerty Blvd
West Chester, PA 19382
610-335-1623
888-384-8676

Fairfax

2825 B&C Dorr Ave
Fairfax, VA 22031
703-573-2977

Frankford

33180 Dupont Blvd
Frankford, DE 19945
302-732-9290

Frederick

1525 Tilco Dr, B-2
Frederick, MD 21704
301-695-1140

If you have any questions or need any additional information please don't hesitate to contact me.

Best regards,

Mike Minard, TSPC
Territory Manager



JOHN DEERE

Quote Summary

Prepared For:
Ocean Pines
MD

Prepared By:
Joey Wolff
Finch Turf, Inc.
9 Venture Way
Eldersburg, MD 21784-3005
Phone: 800-783-3373
jwolff@finchinc.com

Quote Id: 25741238
Created On: 09 December 2021
Last Modified On: 10 January 2022
Expiration Date: 09 January 2022

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 8800A TerrainCut Rough Mower	\$ 77,055.05 X	1 =	\$ 77,055.05
Equipment Total			\$ 77,055.05

Quote Summary

Equipment Total	\$ 77,055.05
SubTotal	\$ 77,055.05
State Tax - (6.00%)	\$ 4,623.30
Est. Service Agreement Tax	\$ 0.00
Total	\$ 81,678.35
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 81,678.35

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 25741238

JOHN DEERE 8800A TerrainCut Rough Mower

Hours:

Stock Number:

				Selling Price
				\$ 77,055.05
Code	Description	Qty	Unit	Extended
150CTC	8800A TerrainCut Rough Mower	1	\$ 93,469.00	\$ 93,469.00
Standard Options - Per Unit				
001A	United States/Canada	1	\$ 0.00	\$ 0.00
183B	Less JDLink™ Hardware	1	\$ 0.00	\$ 0.00
0443	All Other Countries (English / Spanish)	1	\$ 0.00	\$ 0.00
9860	21" Cast Front Roller Kit, 8800A	1	\$ 1,941.00	\$ 1,941.00
Standard Options Total				\$ 1,941.00
Value Added Services Total				\$ 0.00
Suggested Price				\$ 95,410.00
Customer Discounts				
Customer Discounts Total			\$ -18,354.95	\$ -18,354.95
Total Selling Price				\$ 77,055.05



OCEAN PINES ASSOCIATION, INC.
 BID REQUEST FORM

DEPARTMENT Golf Maintenance DATE 1/10/22 WITH BUDGET APPROVAL
 ITEM DESCRIPTION SPRAY RIG
 FOR REPLACEMENT OF (if applicable) SPRAYTEK (TEXTREX) SPRAY RIG
 RESERVE STUDY - PAGE # _____ LINE# 3,06,07 BUDGET AMOUNT \$ \$75,000.00

BIDDER	TOTAL PRICE EACH	DIFFERENCE FROM BUDGETED	COMMENTS
TURF EQUIPMENT AND SUPPLY	\$52,187.00	\$22,813.00 LESS THAN BUDGET	RECOMMENDED BETTER PRICE AND PREFERRED COMPUTER CONTROL SYSTEM
JOHN DEERE	\$55,375.08	\$19,624.92 LESS THAN BUDGET	
JACOBSEN	—	—	CLOSING THEIR FACILITIES, CAN'T GET PARTS OR SERVICE

DEPT. HEAD <u>John Malinowski</u> ACCOUNTING <u>SMC</u>	APPROVAL <u>John W. Stroh</u> GENERAL MANAGER	DATE <u>1/14/22</u>	DATE <u>6/6/22</u>
BOARD _____	BOARD _____	DATE _____	DATE _____



January 7, 2022

Mr. Justin Hartshorne
Ocean Pines Golf Club

Dear Justin:

As requested, I am pleased to quote the selling prices for the following pieces of equipment. The prices include full service set up and delivery but no applicable state sales tax and are good through February 7, 2022. Terms are 1% 10 days, net 30. There is a 2.5% processing fee if paying by credit card.

1 Toro Multipro 1750 sprayer with:

- 25 HP Kohler gas engine
- 175 gallon low profile tank
- Foam marking kit
- Clean load eductor kit
- Two year/ 1500 hour warranty

Price each \$52,187

Jessup

8015 Dorsey Run Rd
Jessup, MD 20794
410-799-5575
800-827-3711

West Chester

16 Hagerty Blvd
West Chester, PA 19382
610-335-1623
888-384-8676

Fairfax

2825 B&C Dorr Ave
Fairfax, VA 22031
703-573-2977

Frankford

33180 Dupont Blvd
Frankford, DE 19945
302-732-9290

Frederick

1525 Tilco Dr, B-2
Frederick, MD 21704
301-695-1140

If you have any questions or need any additional information please don't hesitate to contact me.

Best regards,

Mike Minard, TSPC
Territory Manager



Quote Summary

Prepared For:
Ocean Pines
MD

Prepared By:
Joey Wolff
Finch Turf, Inc.
9 Venture Way
Eldersburg, MD 21784-3005
Phone: 410-795-1051
jwolff@finchinc.com

Quote Id: 25741238
Created On: 09 December 2021
Last Modified On: 09 December 2021
Expiration Date: 09 January 2022

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE ProGator 2030A (Diesel) for HD 200	\$ 31,959.08 X	1 =	\$ 31,959.08
JOHN DEERE HD200 SelectSpray (for ProGators 2020A, 2020 and 2030A, 2030)	\$ 20,617.52 X	1 =	\$ 20,617.52
Equipment Total			\$ 52,576.60

Quote Summary	
Equipment Total	\$ 52,576.60
SubTotal	\$ 52,576.60
State Tax - (6.00%)	\$ 2,798.48
Est. Service Agreement Tax	\$ 0.00
Total	\$ 55,375.08
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 55,375.08

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 25741238

JOHN DEERE ProGator 2030A (Diesel) for HD 200				
Hours:				
Stock Number:				
				Selling Price
				\$ 31,959.08
Code	Description	Qty	Unit	Extended
141ATC	ProGator 2030A (Diesel)	1	\$ 37,309.00	\$ 37,309.00
Standard Options - Per Unit				
001A	US/Canada	1	\$ 0.00	\$ 0.00
183B	Less JDLink™ Hardware	1	\$ 0.00	\$ 0.00
0443	All Other Countries - Operator's Manual - English/Spanish	1	\$ 0.00	\$ 0.00
1139	Standard Front Tires 23x10.5-12 (4 PR)	1	\$ 0.00	\$ 0.00
1161	Fairway Rear (2) Tires and (2) Wheels, 26x14-12 (4 PR)	1	\$ 0.00	\$ 0.00
1190	2WD Traction Unit	1	\$ 0.00	\$ 0.00
2200	Factory Installed Auxiliary Hydraulics	1	\$ 0.00	\$ 0.00
9774	Throttle/Governor Control Kit	1	\$ 520.00	\$ 520.00
9778	Quick Connect Kit	1	\$ 183.00	\$ 183.00
9839	Mirror Kit	1	\$ 153.00	\$ 153.00
9870	LED Worklight Kit - ProGator	1	\$ 632.00	\$ 632.00
Standard Options Total				\$ 1,488.00
Dealer Attachments				
VGB10047	Mud Flaps Kit	1	\$ 66.34	\$ 66.34
BUC10874	STEP KIT, PROGATOR SPRAYER STEP	1	\$ 151.94	\$ 151.94
Dealer Attachments Total				\$ 218.28
Value Added Services Total				\$ 0.00
Suggested Price				\$ 39,015.28
Customer Discounts				
Customer Discounts Total			\$ -7,056.20	\$ -7,056.20
Total Selling Price				\$ 31,959.08

JOHN DEERE HD200 SelectSpray (for ProGators 2020A, 2020 and 2030A, 2030)

Hours:

Stock Number:

Selling Price

\$ 20,617.52



JOHN DEERE

Selling Equipment

Quote Id: 25741238

Code	Description	Qty	Unit	Extended
3769M	HD200 SelectSpray (for ProGators 2020A, 2020 and 2030A, 2030)	1	\$ 15,659.00	\$ 15,659.00
Standard Options - Per Unit				
001A	United States and Canada	1	\$ 0.00	\$ 0.00
2002	Gen2 Automatic Rate Controller for Centrifugal or Diaphragm Pump	1	\$ 1,349.00	\$ 1,349.00
3000	18 Ft. Spray Boom with Electro-Hydraulic Lift	1	\$ 0.00	\$ 0.00
6452	Stainless Steel Centrifugal Pump	1	\$ 764.00	\$ 764.00
9869	Hose Plumbing Kit	1	\$ 441.00	\$ 441.00
Standard Options Total				\$ 2,554.00
Dealer Attachments				
BUC11027	Hose Plumbing Kit, HD200 and HD300	1	\$ 472.94	\$ 472.94
BTC10062	Cleanload™ Chemical Eductor	1	\$ 3,028.10	\$ 3,028.10
BTC11027	Electric Foam Marker	1	\$ 2,215.97	\$ 2,215.97
Dealer Attachments Total				\$ 5,717.01
Suggested Price				\$ 23,930.01
Customer Discounts				
Customer Discounts Total			\$ -3,312.49	\$ -3,312.49
Total Selling Price				\$ 20,617.52



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 6/14/22

TOPIC: Review of Resolution B-04

FOR INCLUSION IN MEETING HELD ON: 6/22/22

SUBMITTED BY: Colette Horn

TOPIC: The Bylaws and Resolutions Committee submitted the attached Charging Document requesting that the board review Resolution B-04 (Agenda Development for Board Meetings).

CONCISE STATEMENT: Resolution B-04 needs to be reviewed in accordance with our schedule for resolution review.

BACKGROUND: Resolution B-04 provides for the agenda development for board meetings. The Bylaws and Resolutions Committee reviewed this resolution and does not recommend any amendments. Paragraph 4 of the resolution provides a degree of flexibility for development of the agenda. If the Committee is not advised of an intent to further consider B-04 or amend it, the Committee will consider the resolution reviewed as of July 2022.

OPA Board/Advisory Committee Charging Document

Request for Performance by: Board

_____ Advisory Committee

Date: May 27, 2022

Submitted By: Jim Trummel, chair, By-laws and Resolutions Advisory Committee

For Inclusion in Meeting to be Held on: _____, 20____

Request: The Board requests the _____ Advisory Committee to:

The By-laws and Resolutions Advisory Committee requests the Board to:

Review Resolution B-04 (Agenda Development for Board Meetings).

Background: (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

B-04 has been overdue since October 2020.

Discussion: (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

The Committee has reviewed B-04 and does not see a need for amendments. Paragraph 4 of the resolution provides a degree of flexibility for development of the agenda. If the Committee is not advised of an intent to further consider B-04 or amend it, the Committee will consider the resolution reviewed as of July 2022.

Committee Chair: Jim Trummel Date: May 27, 2022

Board Liaison: _____ Date: _____

Board Secretary: _____ Date: _____

RESOLUTION B-04

AGENDA DEVELOPMENT FOR BOARD MEETINGS

1. **Purpose.** This Resolution provides guidance for agenda development within the parameters of Robert's Rules of Order.

2. **Authority.** Section 5.15 of the By-laws of the Ocean Pines Association, Inc. states that Robert's Rules of Order shall be used to regulate and govern the conduct of all official meetings of the Board of Directors of the Association, to the extent they are not inconsistent with the Association's Charter, By-laws, or Resolutions.

3. **Submission of Proposed Agenda Items.**

a. **Timeframe.**

(1) **Regular.** Directors shall submit proposed motions and topics to the Secretary of the Association not less than seven (7) days prior to the regular meeting at which the motion or topic is to be introduced. The agenda shall be developed by the President with the assistance of the Secretary. A Director may request additional motions or topics be added after this date provided the request is submitted to the Secretary before the agenda is published.

(2) **Additions.** Board members may request additional motions or topics be added after the seven days requirement or at a meeting in progress by making a motion to do so. Such motion must be seconded and must be approved by a majority of the Board present.

b. **Format.**

(1) **Motions.** A Director initiating a motion shall submit the following to the Secretary:

- (a) the name of the Director proposing the motion and the date of the regular meeting at which the Director intends to introduce the motion;
- (b) a copy of the motion; and
- (c) a concise statement of the purpose and effect of the motion, if adopted.

(2) **Discussion Topics.** Workshop or regular meeting topics shall include:

- (a) the name of the Director proposing the topic and the date of the meeting at which the Director intends to introduce the topic;
- (b) a concise statement of the issue(s) to be discussed; and
- (c) background.



4. **Sequence.** The sequence of agenda items shall normally be as outlined below. The sequence of a published agenda may be modified by a majority of the Board present at the meeting to which the agenda applies.

- Call to Order
- Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes of Prior Meetings
- Presentation of Awards and Announcements
- Reports and Special Presentations to the Board
- Public Comments
- Unfinished Business
- New Business
- Adjournment

5. **Publication.** The agenda for a regular meeting shall be distributed to all Directors and made available to Association members and the press at least three (3) days prior to the meeting, including the use of electronic means to publish the agenda.

6. **Effective Date:** January 27, 2018

Adopted by the Board of Directors on January 27, 2018

 President Attest  Secretary
Review History.

General Manager  . Date: 2/5/18

Legal _____ . Date: _____

By-laws and Resolutions Advisory Committee 

Date: 2/6/18



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 6/14/22

TOPIC: Review of Resolution M-01

FOR INCLUSION IN MEETING HELD ON: 6/22/22

SUBMITTED BY: Colette Horn

TOPIC: The Bylaws and Resolutions Committee submitted the attached Charging Document requesting that the board review Resolution M-01.

CONCISE STATEMENT: Resolution M-01 needs to be reviewed to determine whether its provisions are currently meeting its stated purpose.

BACKGROUND: Resolution M-01 was approved in May 2020. The revision significantly revised the procedures for enforcing compliance with the Association's Declaration of Restrictions and ARC Guidelines. It is acknowledged that implementation of the amended M-01 has been affected by public health considerations related to Covid-19, in particular the limited availability of the court system to resolve issues. A review of the Resolution should include the entire document and not just selected provisions. However, the Bylaws and Resolutions Committee suggests particular attention be given to paragraph 6, steps 4 and 5, and paragraph 7. Court enforcement action is clearly not being used. If this provision is continuing to be impractical due to circumstances beyond Association control, then alternative provisions should be established publicly. Furthermore, if alternative provisions are established, responsibility should be assigned for determining when the provision can be put into effect.

OPA Board/Advisory Committee Charging Document

Request for Performance by: Board

_____ Advisory Committee

Date: May 27, 2021

Submitted By:

For Inclusion in Meeting to be Held on: _____, 20__

Request: The Board requests the _____ Advisory Committee to:

The By-laws and Resolutions Advisory Committee requests the Board to:

Review Resolution M-01 (Compliance Procedures) to determine whether its provisions are currently meeting the stated Purpose of the Resolution of establishing the policy and responsibilities "...for enforcing compliance with the Association's Declaration of Restrictions...and ARC Guidelines." The Resolution has not been reviewed since it was approved May 2, 2022.

Background: (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

The amendments to M-01 approved on May 2, 2022 significantly revised the compliance procedures. It is acknowledged that implementation of the amended M-01 has been affected by public health considerations related to Covid-19, in particular the limited availability of the court system to resolve issues.

Discussion: (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

A review of the resolution should include the entire document and not just selected provisions. However, the Committee suggests particular attention be given to paragraph 6, steps 4 and 5 and paragraph 7. These provisions appear to have been affected by pandemic conditions.

Step 5: Court Enforcement Action is clearly not being used. If this provision is continuing to be impractical due to circumstances beyond Association control, then alternative provisions should be publicly established and responsibility assigned for determining when the provision can be put into effect. If it is now believed that the current enforcement scheme is not going to work, the resolution should be amended.

Committee Chair: Jim Trummel Date: May 27, 2022

Board Liaison: _____ Date: _____

Board Secretary: _____ Date: _____

RESOLUTION M-01

POLICY AND COMPLIANCE PROCEDURES FOR DECLARATION OF RESTRICTIONS AND ARC GUIDELINES VIOLATIONS

1. **Purpose.** This Resolution establishes policy, assigns responsibilities, and provides procedures to be followed by the Architectural Review Committee (hereinafter referred to as "ARC"), General Manger (hereinafter referred to as GM), the Ocean Pines Association (hereinafter referred to as "OPA") and the Board of Directors (hereinafter referred to as Board) for enforcing compliance with the Association's Declarations of Restrictions (sometimes hereinafter referred to as "DRs") and the ARC Guidelines.

2. **Authority.** OPA derives its authority to establish, enforce, and interpret rules and regulations through its Articles of Incorporation, DRs and ARC Guidelines. These documents address the basic rules necessary to promote the common welfare of OPA members. They assign to the Board responsibility for enforcement of these rules and the authority to delegate part of this task to OPA staff and committees.

3. **Policy.** The appeal of Ocean Pines depends on the cooperation of residents, property owners, and any other legally Responsible Parties in creating and maintaining clean and aesthetically pleasing homes and surroundings. Therefore, the privilege of membership and residing in OPA comes with responsibilities.

a. It is the policy of OPA to exercise the authority provided above to rigorously and proactively enforce its DRs and other rules and restrictions. The enforcement authority shall be exercised, to the extent possible, in a uniform and fair manner based on the approved process and procedures outlined in this resolution. Further, enforcement shall be conducted with due regard to:

- (1) courteous and respectful interchanges that encourage voluntary compliance,
- (2) timely and effective notification of all pending actions affecting the issue under consideration and
- (3) the opportunity to attend an ARC meeting to appeal a violation determination.

b. It is acknowledged that in a homeowner's association as large as Ocean Pines not all violations will be discovered or processed. The failure, however, to address any given violation shall not restrict or otherwise waive the OPA's ability from acting on other violations of the same nature or otherwise.

4. Responsibilities

a. **The Board:** The Board is responsible to the membership for the overall compliance program.

b. **The GM:** The GM is designated as the individual under whose authority the compliance program is to be administered. The GM may delegate any or all of the responsibilities herein included to one or more subordinate OPA staff members. Commensurate with this Resolution M-01, it is understood that the GM is given pre-authorization by the Board to take actions deemed necessary to address health and safety violations and to report such actions taken to the Board, as soon as reasonably possible, by electronic means and to include a summary of the action at the next regularly scheduled Board meeting.

c. **Department of Compliance, Permitting and Inspection ("CPI"):** CPI shall be the point of contact for violations. CPI activities shall include, but not be limited to, the inspection of properties, receipt and investigation of Complaints, determining if a violation exists, preparation and issuance of notices of violations to lot owner and any other Responsible Party, maintenance of records of Complaints and violations, recommendations for the disposition of violations and preparation of reports and records of violations.

d. The ARC: As further set forth in this Resolution, the ARC shall:

(1) Hear a Responsible Party's appeal of a violation determination as cited by CPI, as provided in 6.c, Step 4.

(2) Upon request by a Responsible Party for a variance, shall review the request to determine if sufficient justification exists to grant a variance to the DRs or ARC Guidelines.

5. Definitions

a. Responsible Party: A Responsible Party is an Ocean Pines Association member or other entity or person in control of real property within the OPA, to include:

(1) An Ocean Pines Association member as established in Paragraph 12A of the Declarations of Restrictions; and

(2) Entity or person, other than a member, who is in control of a lot within the OPA, such as a personal representative or servicer of a foreclosure purchaser.

b. Complainant: An individual or entity that brings a potential violation of the DRs or ARC Guidelines to the attention of CPI.

c. Violation: A violation is a Complaint that has been confirmed by the CPI Department to be in non-compliance with the Declarations of Restrictions or ARC Guidelines.

d. Repeat Violation: A violation of the same or similar cited violation which has been documented and corrected at the same property within a 36-month period.

e. Notice of Violation: A written notification to a Responsible Party of a violation by both USPS Certified Mail-Return Receipt requested and regular mail to the address on record with OPA.

f. Complaint: The notification to or identification by the CPI Department that a violation of the Declaration of Restrictions or ARC Guidelines may exist. A Complaint may result from, but is not limited to, inspection reports by CPI inspectors or in person reports, telephone calls, email or US Mail from Complainants.

g. Substantial Progress: is a signed contract between the Responsible Party and licensed contractor or OPA for correcting the violation with start and completion dates and a dollar estimate for completing the work or, in the case of the Responsible Party self-performing the work, a project plan approved by the ARC and CPI with a start date, completion date and project milestones that can be verified by the CPI.

6. General Procedures

a. Records: Records of every Complaint and all actions related thereto are to be maintained by CPI.

b. Inspections: The General Manager shall establish procedures for inspections to be followed by CPI. These procedures should include detail documented efforts to obtain permission from the Responsible Party for inspections requiring entry onto a lot, to the extent entry on to a lot is needed. When entering onto a lot to conduct an inspection, the purpose of entry shall be limited to observation and/or documentation.

c. Responsible Party Notification: The following steps will be followed by the OPA when a Complaint is received:

Step 1. Receipt of Complaint: A Complaint is received.

Step 2. Review of Complaint and Violation Determination: A Complaint is reviewed by the CPI to determine if the Complaint is a violation of the Declaration of Restrictions or ARC Guidelines. In determining whether a violation exists, CPI may consult with the ARC, the GM or OPA's legal counsel, with the consent of the GM. Upon determining that that the Complaint constitutes a violation, CPI will proceed with Step 3. If CPI determines that a violation does not exist, such determination will be reflected in the record of the Complaint.

Step 3.

a. Notice of Violation: If CPI determines that the Complaint constitutes a violation, CPI will send a notice of violation ("Notice of Violation") to the Responsible Party stating: (1) the nature of the violation (with evidentiary photos, if appropriate and exist); (2) if the violation is not corrected or Substantial Progress towards correcting the violation is not underway within thirty (30) days of the date of the Notice of Violation that OPA will proceed with legal action to seek a Court Order to force compliance; (3) the Responsible Party may appeal CPI's determination or request a variance by attending an ARC meeting within thirty (30) days of the date of the Notice of Violation; (4) information on how to contact CPI in order for CPI to verify that the violation has been corrected; and (5) if the violation involves grass, weeds, refuse and /or debris a cost estimate and the contact information necessary for the Public Works Department for the Responsible Party to authorize OPA to correct the violation and bill the Responsible Party.

b. The Notice of Violation shall also include the schedule of ARC meetings which will be held within thirty (30) days of the Notice. The Notice shall further give the Responsible Party the option of contacting ARC, within ten (10) days of the date of the Notice, to obtain an agreed alternate date for an ARC appeal. The means by which ARC can be contacted shall be included in the Notice.

Step 4. Appeal or Variance Hearing. The Responsible Party shall have the right to appeal CPI's determination or request a variance provided that the Responsible Party attends an ARC meeting within thirty (30) days of the date of the Notice of Violation or such other date agreed to by ARC. If the Responsible Party attends an ARC meeting to request an appeal of CPI's determination or a variance, ARC will provide the Responsible Party the right to be heard on the request at that meeting. After affording the Responsible Party the opportunity to be heard, ARC will render a decision on the appeal or variance request.

a. In considering the appeal of CPI's violation determination the ARC may: (1) confirm CPI's determination; (2) overturn CPI's determination; or (3) grant the Responsible Party an extension to remedy the violation.

b. In the event ARC does not (1) overturn CPI's determination, (2) grant an extension, or (3) grant a variance or (4) the Responsible Party does not correct the violation within the timeframe as set forth in the notice of violation, ARC will notify the Responsible Party and the GM of its decision in writing. The notification to the GM shall include the Addendum to this resolution (Addendum A-Sample Board Reporting Requirements to Resolution M-01). ARC's determination shall be final.

***For Repeat Violations the Responsible Party forfeits its right under this Resolution to appeal CPI's determination to the ARC or request a variance and the GM is authorized to forego Steps 1-4 and proceed with Step 5.**

Step 5: Court Enforcement Action: Should the Responsible Party fail to correct the violation or meet the requirements of Substantial Progress within thirty (30) days of the date of the Notice of Violation or

within the expiration of any extension period granted by the ARC, the GM will notify legal counsel to begin the process of obtaining a Court Order to force compliance without further notice to the Responsible Party. Prior to referring the matter to legal counsel, the GM may have CPI conduct an inspection to determine that the violation has not been corrected. The GM shall have the authority to confer with the Board on a specific case prior to referring the case to the legal counsel.

7. GM Action Notification & Reporting: The GM will notify the Board via email when action is taken and will include a summary of actions taken in the monthly report to the Board. This report shall include (1) the number of Complaints, (2) numbers of Complaints/violations resolved, (3) the numbers of violations sent to GM for referral to counsel, (4) the status of the violations sent to counsel to obtain court orders and the cost of those actions, current and year to date and (5) The GM's request that the Board suspend certain rights of the violating members as permitted by the DRs.

8. Other Enforcement Action: Nothing in this Resolution shall limit OPA's other enforcement powers contained in the DRs or at law, including entering a lot to perform maintenance to correct a violation.

9. Miscellaneous: This Resolution does not govern the collection of unpaid annual charges or other charges due from members. No delay or failure of the OPA to fully comply with this Resolution shall be held to be a waiver of OPA's rights to take enforcement action for any recurrence or continuation of the violation or the occurrence of a different violation.

Effective Date: May 2, 2020

Approved by the Board on May 2, 2020

President *Doug McFadden*

Secretary *Carmel Rogers*

Review History:
General Manager *John White*

Date: 5/19/20

Legal _____

Date: _____

By-laws and Resolutions Advisory Committee *James E. Trummel* Date: 5/18/20

Addendum A- Sample Board Reporting Requirements to Resolution M-01

To: Ocean Pines Board of Directors
From: General Manager
Subject: Request for Compliance Action
Date:

Responsible Party	
Ocean Pines Address & Sec./Lot	
Mailing Address	
Responsible Party Phone #(s)	
Violation	
Violation Reference	
Violation Reported	
Violation Confirmed	
Letter sent to Responsible Party detailing violation and advising them of ARC meeting.	
ARC Hearing and Results	

Addendum A- Sample Board Reporting Requirements to Resolution M-01

To: Ocean Pines Board of Directors
From: General Manager
Subject: Request for Compliance Action
Date:

Follow Up Inspection	
CPI notification to GM and ARC of Responsible Party not in compliance.	
To Counsel for Court Order	
GM notification to Board, ARC & CPI	
GM Continuing Violation Recommendation to Board	
Board Decision	
Total Complaints for the Month	
Total Complaints YTD	



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 6/14/22

TOPIC: Consideration of rescinding Resolution M-08

FOR INCLUSION IN MEETING HELD ON: 6/22/22

SUBMITTED BY: Colette Horn

TOPIC: The Bylaws and Resolutions Committee submitted the attached Charging Document requesting that the board consider rescinding Resolution M-08.

CONCISE STATEMENT: To consider rescinding Resolution M-08.

BACKGROUND: Resolution M-08 contains requirements related to the adoption, maintenance and update of manuals used by the various OPA departments. It was written and adopted in 2008 and has not been updated since. Instead of these requirements being part of a board resolution, it is asked that consideration be given to allowing this process to be addressed through the normal work assignment and performance review process.

OPA Board/Advisory Committee Charging Document

Request for Performance by: Board
 _____ Advisory Committee

Date: May 27, 2022

Submitted By: Jim Trummel, chair, By-laws and Resolutions Advisory Committee

For Inclusion in Meeting to be Held on: _____, 20____

Request: The Board requests the _____ Advisory Committee to:

The By-laws and Resolutions Advisory Committee requests the Board to:

Review Resolution M-08 (Association Manuals).

Background: (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

M-08 has been past due for review since October 2020. M-08 is one of the last resolutions to be adopted as part of the Book of Resolutions update process started in 2008. A resolution regarding this topic did not previously exist. The resolution was a recognition that there are documented operating procedures for Association business, some of which are referred to in the governing documents. It was considered appropriate to establish a requirement for maintaining these procedures up to date.

Discussion: (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

It is recommended that M-08 be rescinded. The resolution recognizes staff responsibility for maintaining manuals but there is no independent method of determining actual compliance without what amounts to an audit. Other than the Board, there is no entity or personnel within the Association that has authority to determine compliance. Maintaining such documents up to date can be considered part of performance evaluation of the GM and staff.

Committee Chair: Jim Trummel Date: May 27, 2022

Board Liaison: _____ Date: _____

Board Secretary: _____ Date: _____

RESOLUTION M-08
ASSOCIATION MANUALS

1. **Purpose.** This Resolution establishes the policy for originating and maintaining manuals used by the various departments of Ocean Pines Association (Association) in the performance of the responsibilities of the departments.
2. **Policy.** It is the policy of the Association that each department shall manage its operations in a manner consistent with established procedures, guidelines, and policies.
3. **Manual.** For the purposes of this Resolution, a Manual is defined as a collection of procedures, guidelines, and policies, assembled by the Association staff. The information within a manual should have as its purpose the uniform performance of required tasks without regard to the individual who may be performing a particular task.
4. **Approval.** Manuals shall be approved by the General Manager and by the Department Manager when content is limited to a particular department. An approval date shall be a part of the manual unless the manual consists of documents such as policy instructions or job descriptions for which individual dates are appropriate.
5. **Record Copy.** The record copy of a manual is to be maintained within the office of the department to which it applies and the General Manager shall keep a duplicate copy. Additional copies may be made at the discretion of the Department Manager.
6. **Manuals in Effect.** Manuals in effect are listed on Appendix A. The General Manager may change this list as necessary.
7. **Review of Manuals.** Manuals shall be reviewed for current adequacy on a biannual schedule. The review is to be documented on a sheet similar to Appendix B and maintained with the signed copy of this Resolution. Appendices A and B are to be kept current, but may be modified by the General Manager without revising the text of this Resolution.
8. **Effective Date:** July 20, 2011

Approved by the Board of Directors on: July 20, 2011

Thomas W. Carney President Attest [Signature] Secretary

Review History

General Manager [Signature]

Date: 22 July 2011

Legal _____

Date: _____

By-Laws & Resolutions Advisory Committee James Trammel Date: 7/21/2011

DEPARTMENT MANUALS

<u>MANUAL</u>	<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>REMARKS</u>
Architectural Review Committee Guidelines	February 2010	Public Works Director	Approval by BOD is required
Employee Handbook	August 2003	Controller	
OPA Emergency Operations Plan	May 2007	Chief of Police	
OPA Financial Management Procedures Manual	April 2006	Controller	
OPA Financial Management Policy Manual	April 2006	Controller	
OPA Job Descriptions Manual	---	General Manager	Individual positions created or amended as required
Employee Safety Manual	Undated	General Manager	
General Manager's Policy Instructions	---	General Manager	Policy Instructions issued or amended as required

SAMPLE REVIEW SHEET

DEPARTMENT MANUALS

<u>MANUAL</u>	<u>GENERAL MANAGER</u>	<u>DEPARTMENT MANAGER</u>	<u>DATE</u>	<u>DATE</u>	<u>DATE</u>
Architctural Review Committee Guidelines					
Employee Handbook					
OPA Emergency Operations					
OPA Financial Management Procedures Manual					
OPA Financial Management Policy Manual					Not Applicable
OPA Job Description Manual					Not Applicable
Employee Safety Manual					Not Applicable
General Manager's Policy Instructions					

B-1

3. Meetings of the Members. Section 4.02 of the By-laws provides that the annual meeting of the members of the Association for the validation of the results of an election of Directors and for the transaction of such other business as may properly come before the meeting shall be held on the second Saturday of August of each year. Section 4.03 of the By-laws provides for special meetings. **Meetings of the Association may be held as a Virtual Meeting or a hybrid of a Virtual Meeting and in person meeting as directed by the Association's President.**

- a. Virtual Meeting Requirements. To hold a Virtual Meeting the following requirements must be met:
 - i. The equipment or system used must permit any Member, Board member, or committee member in attendance to hear and be heard by all others participating in the meeting.
 - ii. A link or instructions on how to access the Virtual Meeting shall be included in the notice of the meeting.
- b. Any Member attending a Virtual Meeting shall be deemed present for quorum and voting purposes, as applicable to the particular meeting.
- c. The inability of a Member to join a meeting due to technical difficulties with the Member's telephone, computer, or other electronic device does not invalidate the meeting or any action taken at the meeting.
- d. Voting at Member Virtual Meetings.
 - i. Any matter requiring a vote of the Association (Members) at the meeting, may be set by the President for a vote at the Virtual Meeting of the Members, and a ballot may be delivered to Members with notice of the meeting.
 - ii. Only those Members present at the Virtual Meeting shall be authorized to vote a ballot in accordance with this subsection and Section 11B-113.6(c)(1)(i) of the Act, and only there is to be ballot voting at the Virtual Meeting.
 - iii. Members who are not present at the meeting may:
 1. Vote by electronic transmission,
 2. Vote by proxy in accordance with the requirements of the Bylaws and the Act; and be considered present for quorum purposes through their proxy.
 - iv. The President may set a reasonable deadline for return of a ballot to the Association, including return by electronic transmission, but the deadline for return of the ballot shall be not later than 24 hours after the conclusion of the meeting.

AMENDMENT TO RESOLUTION M-06

- 1) Paragraph 2 of Resolution M-06 is amended to add a new (f) and (g) which shall read as follows (underline and bold indicates addition):

(f) Section 11B-113.2(a) of the Maryland Homeowners Association Act ("Act") authorizes voting my electronic transmission and provides: "Notwithstanding language contained in the governing documents of the homeowners association, the board of directors or other governing body of the homeowners association may authorize lot owners to submit a vote or proxy by electronic transmission if the electronic transmission contains information that verifies that the vote or proxy is authorized by the lot owner or the lot owner's proxy."

(g) Section 11B-101(g) of the Act defines "Electronic transmission" as follows: "any form of communication, not directly involving the physical transmission of paper, that creates a record that: (1) May be retained, retrieved, and reviewed by a recipient of the communication; and (2) May be reproduced directly in paper form by a recipient through an automated process.

- 2) Paragraph 3(a) of the Resolution M-06 shall be amended and restated to read as follows (underline and bold indicates addition, strikethrough indicates deletion):

- a. ~~Ballot~~. A Ballot documents the choices made by voters. **A Ballot can a paper Ballot or in an electronic format that allows the vote to be cast by electronic transmission.**

- 3) Paragraph 4 of Resolution M-06 is amended to add a new paragraph (d), shall read as follows (underline and bold indicates addition):

(d) Attachment D establishes the process for voting in the Board election and on referendums by electronic transmission and supplements Attachment A.

- 4) Paragraph 2 of Attachment A to Resolution M-06 shall be amended and restated to read as follows (underline and bold indicates addition, strikethrough indicates deletion):

2. **Voting by Mail and Electronic Transmission.** The voting for directors and on issues submitted to a referendum is conducted by mail-in Ballots **and/or electronic transmission.**

a. Only a single voting package is sent for each lot or unit eligible to vote. This applies to all joint owners of a lot or unit, including co-tenants, joint tenants and tenants by the entireties.

b. The voting package shall be addressed to all owners of record at the billing address used for the Association annual assessment mailing **or, for the purpose of**

voting by electronic transmission, at an email address provided by the owner of record of the Lot if authorized under Attachment D.

c. If an owner submits a vote by electronic transmission, any paper Ballot submitted by that owner will be invalidated.

- 5) Paragraph 3 of Attachment A of Resolution M-06 shall be amended and restated to read as follows (underline and bold indicates addition, strikethrough indicates deletion):

3. Voting Deadline. The deadline for returning Ballot envelopes or submission of the Ballot by electronic transmission for the election of directors, and for referendum issues being voted on at the same time as same Board election, shall be prior to the end of Association regular business hours on the Wednesday before the annual meeting of the members in August.

- 6) Attachment A of Resolution M-06 shall be amended to add a new paragraph 13 which shall read as follows (underline and bold indicates addition):

13. If voting by electronic transmission is implemented for a Board election or a referendum, this Attachment A shall be read with Attachment D.

- 7) A new Attachment D is added to M-06 and shall read (underline and bold indicates addition):

ATTACHMENT D

ELECTIONS AND REFERENDUMS VOTING VIA ELECTRONIC TRANSMISSION PROCEDURES

1. **Purpose: This Attachment establishes the procedures for the use of electronic transmission for election of members to the Board of directors and/or voting on referendum issues by members of the Association.**
2. **Voting by use of a web-based Contractor: The voting for directors and on issues submitted to a referendum conducted by electronic submission/online voting.**
3. **Except as modified in this Attachment D, procedures of M06 and attachments A, B and C will remain the same.**
4. **Mailing:**
 - a. **All eligible voters will be provided with a random number to be used to access their personal Ballot on the Contractor's website.**
 - b. **Paper Ballots and return envelopes will be provided in the mailing which will include instructions for the paper Ballot or online Ballot (electronic transmission) as their choice.**

- c. Ballots returned by mail, drop-box or marked "duplicate" will be verified via the online contractor, before the mail contractor separates the Ballots from the return envelopes.
 - d. If an owner submits a vote on-line, any paper Ballot submitted by that owner will be invalidated.
 - e. The Elections Committee will have access to how many voted online, but not how they voted. The EC, after verification of no vote entered, can provide the identifier number if an eligible voter reported not receiving the voting package.
 - f. Return envelopes will be declared invalid if the section/lot/identifier numbers are obscured by the property owner and will not be opened nor counted.
- 5. The OPA website, oceanpines.org, will post links to the online contractor instruction videos and links to the online voting website.
 - 6. The results of the ballots returned by mail, scanned by the Elections Committee, will be provided to the online Contractor who will then provide the final results to the Elections Committee.
- 8) An amended and restated M-06 will be prepared to incorporate all of the above amendments, as may be revised prior to adoption, which are adopted by the Board of Directors.

RESOLUTION M-06

ELECTIONS AND REFERENDUMS PROCEDURES

1. Purpose. This Resolution establishes the procedures for the election of members to the Ocean Pines Association (Association) Board of Directors and voting on Association referendum issues.
2. Authority.
 - a. Section 4.08 of the By-laws of the Association establishes the manner in which referendums are conducted.
 - b. Section 5.02 of the By-laws establishes the manner in which individuals become Eligible Candidates for the Board of Directors and their names are placed on the Ballot.
 - c. Section 5.03 of the By-laws establishes the manner in which elections to the Board of Directors are conducted.
 - d. ARTICLE III of the By-laws establishes the voting rights of Association members.
 - e. ARTICLE X of the By-laws gives the Board of Directors the authority to establish committees prescribed in the Charter and By-laws. Resolution C-08, Elections Committee, establishes additional instructions and authority for the Elections Committee.
3. Definitions.
 - a. Ballot. A Ballot documents the choices made by voters.
 - b. Board Liaison. A member of the Board of Directors designated by the Board to act as liaison between the Elections Committee and the Board.
 - c. Chance. A game of Chance conducted by the Elections Committee Chairperson to resolve any final tie vote for a vacancy on the Board of Directors, consistent with Section 5.03 (e) By-laws.
 - d. Contractor. A company contracted to perform services for the election and referendum process.
 - e. Elections Committee. A Board appointed committee with the operational responsibility of administering the elections and referendum process.

- f. Eligible Candidate. An Eligible Candidate is an Association member who meets the By-laws requirements for election to the Board of Directors and declares himself or herself to be a candidate.
 - g. Eligible Member. An eligible member is an Association member who meets the By-laws requirements for voting in Association elections or referendums.
 - h. Section. In this Resolution, the term “Section” refers to a section in the By-laws of the Association.
 - i. Secretary. The Secretary is a member of the Board of Directors and officer of the Association as defined in Article VI of the By-laws.
4. General. Elections and referendums are conducted by the Elections Committee (Committee). The Chairperson of the Committee (Chairperson), assisted by Committee members, shall be responsible for scheduling and executing the effort required for elections and referendums. A schedule of events for an election and/or referendum shall be established and revised when necessary. The schedule shall be available to Association members. This effort shall be accomplished in a manner that supports the election and referendum process established in the By-laws. The procedures used by the Committee are contained in three attachments to this Resolution:
- a. Attachment A. This attachment establishes the procedures applicable to the elections to the Board of Directors and referendums.
 - b. Attachment B. This attachment identifies those procedures for referendums that supplement the requirements of Attachment A.
 - c. Attachment C. This attachment establishes the procedures for orienting candidates for election to the Board to the election process. It also includes the procedures for Association-sponsored Candidates' Forums. This attachment supplements the requirements of Attachment A.

5. Candidate Applications. The process through which members qualify for a place on the Ballot for the election of directors is contained in Section 5.02 of the By-laws.
 - a. When the list of Eligible Candidates submitted to the Committee is less than two (2) more than the vacancies to be filled, Section 5.02(e) of the By-laws directs the Board to attempt to solicit additional candidates. The Board shall announce that additional candidate applications may be submitted by those members who wish to submit their names as additional candidates for election to the Board of Directors. Only those candidates whose applications are received by the Secretary prior to the end of Association regular business hours on the third Friday of June shall be considered as eligible additional candidates.
 - b. The eligible additional candidates will be included in all of the Association election publications and materials produced by the Association prior to the end of Association regular business hours on the third Friday of June. Additional candidates shall receive from the committee the same package of election information as previously accepted candidates.
6. Storage of Election Materials, Records, and Voting Equipment. Election materials and voting equipment shall be stored in a manner that is accessible only to the Committee as well as those Association staff personnel designated by the General Manager. The General Manager is responsible for making suitable storage space available.
7. Elections Report. The Chairperson shall submit to the Board of Directors, within thirty (30) days of any voting by Ballot, a written report, which includes the following:
 - a. Detailed results of the voting.
 - b. Problems encountered with the tabulating and reporting system and any assistance required.
 - c. A summary of Committee activities during the reporting period and any recommendations for improving the election or referendum process.

- d. Recommendations, if any, for the calendar of events for the next election if the Balloting was for the election of directors.
- e. Comments on the capabilities of the Contractor used and a recommendation regarding future use of the Contractor or suggested alternatives.

Effective Date: February 5, 2020

Approved by the Board of Directors: February 5, 2020

President: [Signature] Attest: [Signature] Secretary

Review History:
General Manager: [Signature] Date: 3/18/20

Legal: _____ Date: _____

By-laws & Resolutions Adv. Committee: James E Trummel Date: 2/12/2020

ATTACHMENT A

ELECTIONS AND REFERENDUMS VOTING PROCEDURES

1. Purpose. This Attachment establishes the procedures for the election of members to the Board of Directors and/or voting on referendum issues by members of the Association.
2. Voting by Mail. The voting for directors and on issues submitted to a referendum is conducted by mail-in Ballots.
 - a. Only a single voting package is sent for each lot or unit eligible to vote. This applies to all joint owners of a lot or unit, including co-tenants, joint tenants and tenants by the entirety.
 - b. The voting package shall be addressed to all owners of record at the billing address used for the Association annual assessment mailing.
3. Voting Deadline. The deadline for returning Ballot envelopes for the election of directors, and for referendum issues being voted on at the same time as same Board election, shall be prior to the end of Association regular business hours on the Wednesday before the annual meeting of the members in August.
 - a. The annual meeting is held on the second Saturday in August of each year. The deadline for any other referendum vote will be established by the Committee.
4. Elections Materials. The By-laws (Section 4.04) require that the Secretary send a notice of the Annual Meeting to all Members, and Election materials to all Eligible Members. The Committee, with the Secretary, shall prepare the notice of the Annual Meeting and elections materials. This includes, but is not limited to:
 - a. Establishing the information required to be on the Ballot for both Board elections and/or referendums. Separate Ballots shall be used for the election of directors and referendum issues when both are being voted on at the same time. Ballots shall be suitable for counting using the tabulating and reporting system.
 - b. Ballots for the election of directors will not make provision for write-in candidates.

- c. Other materials that may be included in the voting package:
 - i. For a Board election, each candidate will provide a written informational/biographical statement not to exceed two hundred (200) words to be included in the voting package. To be included in the election materials, candidates must submit their statements in hard copy and electronically as a Microsoft Word format or PDF file.
 - ii. Proxies, when included in voting packages, shall comply with Section 3.03 of the By-laws. Directed proxies shall be used for voting on issues included in the meeting notice. Only those proxy forms approved by vote of the Board of Directors are valid.
 - iii. Proxy forms for establishing a quorum, once approved by the Board of Directors, do not require re-approval for subsequent elections.
 - iv. The voting package shall include the Ballot and instructions that indicate the marking and return of Ballots, and the date and time when Ballots must be received.
 - v. The voting package shall include instructions on how to obtain a duplicate Ballot.
 - vi. The voting package shall include an elections telephone number through which Association members may communicate with the Committee.
- d. The Committee shall approve all materials for inclusion in voting packages that have been prepared by the Contractor. Copies shall be retained by the Committee for one (1) year.

5. Elections Contractor. The Association will employ an independent Contractor, via a written contract, to provide services during the election and/or referendum processes. The written contract shall be approved by the Elections Committee and signed by the Association General Manager or Association Board President. The Committee shall be responsible for supervising the performance of these services in a manner that supports the election or referendum process. If

there are delays or events that may have an adverse effect on the election process, the Board Liaison shall be promptly notified.

6. Balloting Process.

- a. The Committee shall submit election materials to the Secretary no later than the first Friday in July, prior to the end of Association regular business hours [Section 5.03(b) of the By-laws].
- b. The Chairperson shall be responsible for delivering to the Contractor the information necessary to mail voting packages to eligible members. This information shall be obtained from the Association's Assessments and Membership Office. The information shall be in a form that supports the mailing of Ballots to a member who owns multiple properties. The Committee shall retain a copy of the mailing information delivered to the Contractor.
- c. The Secretary, assisted by the Chairperson, is responsible for ensuring that voting packages are timely mailed by the Contractor in accordance with Section 5.03(b) of the By-laws for elections of directors and referendum issues in the same election and Section 4.08(b) of the By-laws for referendum issues only.
- d. An elections telephone number shall be established through which Association members may communicate to the Committee their questions or concerns about the election or referendum process. The Committee shall maintain a log of communications received and actions taken.

7. Receipt of Ballots by Contractor. The Contractor shall open all envelopes returned by the deadline and separate the Ballots from the envelopes, except for those marked as duplicate (see paragraph 8. below). Ballots shall be stored in a manner that prevents identification of the Ballot to the envelope in which it was returned. Envelopes marked as duplicate shall be delivered to the Committee, unopened and separate from other Ballots, when Ballots and opened envelopes are delivered to the Committee after the deadline for return of Ballots.

- a. At the time designated as the deadline for return of Ballots, the Contractor shall make a final collection of Ballot envelopes and prepare all Ballots for return to the Committee.
 - b. Ballot envelopes returned after the deadline, or in envelopes other than those provided in the voting package, will not be opened or counted toward any vote. These late envelopes shall be date-stamped by the Contractor, bundled separately, and delivered to the Committee.
 - c. The Committee may establish secure boxes at Association facilities where Ballot envelopes may be deposited without the need for return mailing. These Ballot envelopes shall be collected by the Contractor.
8. Issues Requiring a Duplicate Ballot. Reports that a voting package has not been received shall be promptly addressed by the Committee. If warranted, a duplicate voting package shall be mailed to the member by first class mail or signed for at the Association's administrative office. The return envelope shall be marked to indicate that it is a duplicate. A record of the duplicate voting packages, whether mailed or picked up by the member, shall be maintained by the Committee for one (1) year.
9. Counting Ballots. It is the responsibility of the Committee to count the Ballots. The Ballot counting operation may be observed by any Association Member. Association Members may witness the Ballot counting process but will not be privy to vote totals during the counting process nor engage in any way with the Ballot counting process, Elections Committee, consultants or Association staff. The Ballot counting will be conducted in a room of sufficient size to accommodate the process and Association Members wishing to observe the count. The Committee may request the assistance of a computer consultant and designated Association staff.
 - a. A tabulating and reporting system shall be used to count Ballots.
 - b. Prior to Ballot counting, the Committee shall verify that an original mailing Ballot has not been received that matches the property of a duplicate Ballot. If there is no match, the

duplicate envelope is opened and the Ballot included with those to be counted. If there is a match, the duplicate envelope remains unopened and the Ballot is rejected.

- c. In the event the tabulating and reporting system fails, a manual count shall be performed under the direction of the Chairperson. Ballots rejected by the system shall also be manually counted. When Ballots are manually counted, only those on which the members' choices are clearly indicated shall be included in the results.
- d. Ballots shall be voided for the following reasons:
 - i. There are votes for more Board candidates than vacancies.
 - ii. The use of an improper Ballot return envelope.
 - iii. The Ballot is not marked.
 - iv. Extraneous or non-relevant markings on the Ballot.
- e. Two original copies of the final vote count shall be prepared and certified (signed and dated) by the Chairperson. The final vote count will be attested to by the Elections Committee members present. Upon attestation of the final vote count, the results will be announced, emailed to the Board of Directors, emailed to all candidates, and posted on the Ocean Pines Association website.
- f. Ballots shall be bundled and placed in a secure container with bundles of Ballots not counted clearly identified. Ballots and return envelopes shall be retained for one (1) year from the announcement of the election or referendum results.

10. Voting at Meetings of Members of the Association. The Committee shall tally the votes at meetings of members in accordance with Section 3.05 of the By-laws and report the results to the Presiding Officer at the Annual Meeting.

11. Presentation of Voting Results at the Association Annual Meeting.

- a. At the Annual Meeting, the Elections Committee Chairperson or designated committee member shall present in person the results for the election of directors and any referendum issue on the Ballot. A copy of the certified results shall be included in the

minutes of the Annual Meeting. The act of presenting the election results will accomplish the validation required by By-laws 4.02(a).

- b. If the Annual Meeting is not held for lack of a quorum or other reasons, the results of the election of directors shall be presented in person by the Elections Committee Chairperson or designee to the Board of Directors [Section 4.02(b)]. The act of presenting the election results will accomplish the validation required by By-laws 4.02(a).
- c. A candidate may request a recount at the annual meeting. The Board is responsible for resolving any request for a recount [Section 5.03(e) By-laws].

12. Tie Votes. A tie vote for a vacancy on the Board of Directors is to be resolved by Chance [Section 5.03(e) of the By-laws]. The method of Chance used is as follows and shall be conducted by the Chairperson:

- a. One suit from a standard deck of cards, excluding jokers, shall be selected.
- b. The cards in the suit shall be shuffled and displayed by the Chairperson such that the tied candidates are unable to see the face of the cards.
- c. Each of the tied candidates shall select one (1) card.
- d. The candidate with the high card wins. Ace is high with the remaining cards descending down through deuce.

ATTACHMENT B

REFERENDUMS

1. Purpose. This Attachment establishes Committee procedures for voting on referendum issues.
2. General. Section 4.08 describes the manner in which an issue proceeds to a decision in a referendum. This Attachment identifies those parts of the referendum process that are in addition to the election process in Attachment A.
3. Election Materials. It is the responsibility of the Board of Directors to provide the Committee with information for referendums as specified in Sections 4.08 a and b.
 - a. Board-initiated referendum. The statement of the Board of the action to be voted on shall be expressed in a manner that permits a vote of YES or NO. If the statement from the Board is not expressed in this manner, it shall be returned to the Board for action.
 - b. Referendum Initiated by Petition. The proposal, from the petition, to be placed on the Ballot must be expressed in a manner that permits a vote of YES or NO. If it is not expressed in this manner, the petition shall be returned to the Board for action.
4. Mailing and Return Dates. When a referendum is not included in the materials for an election of directors, the dates for mailing referendum materials and the voting deadline shall be in compliance with the By-laws provisions for establishing member eligibility [Section 3.01 (c) of the By-laws] and referendum Ballot mailing [Section 4.08(b) of the By-laws]. The voting deadline date and Ballot counting date shall be determined by the Committee.
5. Voting Results. If there is no meeting of members or Board meeting, the agenda of which includes announcement of referendum results, the results shall be announced in accordance with direction from the Board. Prior to any announcement, the Chairperson shall certify the results in writing to the President.

ATTACHMENT C

CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS

1. Purpose. This Attachment establishes the procedures followed by the Committee in the preparation for, and conduct of, election events directly involving candidates.
2. General.
 - a. The Committee is responsible for scheduling Candidates' Forums to occur before the mailing of voting packages for Association members.
 - b. The Committee will work with designated Association staff in obtaining and publishing information about the Candidates and the Candidates' Forums.
3. Information for Candidates.
 - a. Upon receipt of the list of Eligible Candidates [Section 5.02(d)] from the Secretary, the Committee shall provide to each candidate:
 - i. A schedule of important dates relating to the election.
 - ii. A request for the following to be included in the Ocean Pines Association Board of Directors Election Edition:
 1. A two hundred (200) word informational/biographical statement for serving on the Association Board in a Microsoft Word electronic format or PDF format.
 2. Answers to three (3) questions provided to the candidates by the Elections Committee. Answers shall be limited to two hundred (200) words maximum per question and provided in a Microsoft Word format or PDF format.
 3. A request that the candidates arrange to have a photograph taken by the Association staff.
 - iii. A copy of Resolution M-06 Election and Referendum Procedures.
 - iv. Excerpts from ARC Guidelines regarding sign regulations.

- b. Within ten (10) days of receipt of the list of Eligible Candidates the Committee shall meet with the candidates or their representatives for the following purposes:
 - i. Answer any questions the candidates may have concerning the election process and Candidates' Forums.
 - ii. Conduct a blind draw that determines the position of the candidates on the Ballot and seating position at Candidates' Forums.
 1. Candidates shall draw numbered slips. Number one (1) shall be the first position on the Ballot, number two (2) the next position, and so on through the full list of candidates.
 2. Seating of candidates at the forum will be in Ballot order.
 - iii. Each candidate shall be asked to specify how he or she wants his or her name to appear on the Ballot, including its spelling.
 - iv. Each candidate shall be asked to specify a phone number and e-mail address for publication in Association media.
 - v. Additional candidates [Section 5.02(e)], if any, shall be placed on the Ballot below the prior list of Eligible Candidates [Section 5.02(d)] in the order their applications were received by the Secretary. Additional candidates, if participating in the Candidates' Forums, shall be seated in positions following the previously identified Eligible Candidates in the order their applications were received by the Secretary.
4. Candidates' Forums. The Committee shall organize, conduct, and supervise the Association-sponsored candidates' forums. Each forum shall be at an appropriate location, with ample seating, within Ocean Pines.
 - a. Chairperson. The Chairperson shall conduct the candidates' forums. It is the responsibility of the Chairperson to coordinate room setup and other necessary facilities and equipment with Association staff designated by the General Manager.

- b. Candidate Seating. Seating of candidates at the forum will be in Ballot order.
- c. Opening Statement. Each candidate may make an opening statement limited to three (3) minutes. Statements shall begin with the candidate seated in the first position.
- d. Candidate Questions.
 - i. The Committee shall develop questions to ask the candidates. The number of questions asked, including those from member attendees, shall at least equal the number of candidates. The Chairperson may set aside a period of time in which the Candidates have equal opportunity to question each other.
 - ii. The Committee shall announce in Association media that questions from members are being accepted either on the elections telephone number or an email address designated in the announcement. These questions will be asked of the candidates as time permits.
 - iii. The order in which the candidates are called to address the questions is left to the discretion of the Committee, provided that all candidates are asked the same questions.
 - iv. Question responses shall be limited to two (2) minutes.
- e. Closing Statement. At the conclusion of questioning, each candidate may make a closing statement limited to three (3) minutes in the same order as the opening statement.
- f. Timekeepers. Prior to the start of the forums, the Chairperson shall appoint one or more timekeepers to time the opening and closing statements and the question responses. The candidates will be advised of how they will be signaled when thirty (30) seconds remain in their allotted time. The candidates may not reserve or accumulate time allotted for question responses or opening and closing statements.



OCEAN PINES ASSOCIATION, INC.
Proposed Topic for Discussion
by Board of Directors

DATE: 6/17/22

TOPIC: Drone Video of OP

FOR INCLUSION IN MEETING HELD ON: 6/22/22

SUBMITTED BY: Colette Horn

TOPIC: to authorize the Communications Advisory Committee to investigate costs and benefits associated with the development of a drone video of the OP community

CONCISE STATEMENT: To determine the costs and benefits of hiring a videographer to create a video of the entire OP community, highlighting all of the amenities. The purpose would be to have such a video available to be used for promotional purposes and to include in the collection of documents being digitized for historical preservation purposes.

BACKGROUND: The Communications Advisory Committee is working with staff from the Marketing and PR Department to digitize and otherwise preserve documents and artifacts that capture the history of OPA. The Committee proposes that the board consider the costs and benefits of hiring a videographer to create a video of the community to be included in this preservation effort and which would also be available for promotional activities. If there is interest among the board to pursue this, the Committee will gather the information needed for this cost/benefit analysis.

ATTACHMENT 2

OPA Board/Advisory Committee Charging Document

Request for Performance by: Board

_____ Advisory Committee

Date: 6-16-2022

Submitted By: OPA Board Liaison

For Inclusion in Meeting to be Held on: NEXT AVAILABLE, 2022

Request: The Board requests the _____ Advisory Committee to:

The COMMUNICATIONS Advisory Committee requests the Board to:

Determine if there is interest by the Board to have the Committee investigate the use of a drone to video the OP community

Background: (Explain the environment of why the Board/Committee wants and/or needs the actions performed)

The committee believes capturing on video the entire OP community, highlighting all of the amenities, fits in with our historical preservation efforts

Discussion: (Topics for discussion by the Board/Committee to assure full understanding of what is expected)

Discuss the cost benefit of the project; the committee is willing to investigate if there is sufficient interest by the Board

Committee Chair: CHERYL JACOBS

Date: 6-16-2022

Board Liaison: _____

Date: _____

Board Secretary: _____

Date: _____



**OCEAN PINES ASSOCIATION, INC.
MOTION TO ADJOURN TO
CLOSED SESSION**

At a meeting of the Board of Directors of Ocean Pines Association, Inc., held on this 22nd day of June 2022, at 11:00 a.m. in the Board Room the Board voted to adjourn to closed session for the purpose of discussing matters pertaining to employees and personnel; specifically pertaining to the GM position as permitted by the MD Homeowner's Association Act, Section 11B-111(i).

Motion made by: Colette Horn. Motion seconded by: _____

Discussion:

VOTE TO CLOSE SESSION for the above purpose only:

Director	In Favor	Opposed
Larry Perrone		
Colette Horn		
Doug Parks		
Josette Wheatley		
Amy Peck		
Frank Daly		
Richard D. Farr		

As allowed by the Maryland Homeowner's Association Act, Section 11B-111(4 & 5).

- (4) A meeting of the board of directors or other governing body of the homeowners association or a committee of the homeowners association may be held in closed session only for the following purposes:
- (i) Discussion of matters pertaining to employees and personnel;
 - (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business;
 - (iii) Consultation with legal counsel on legal matters;
 - (iv) Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
 - (v) Investigative proceedings concerning possible or actual criminal misconduct;
 - (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowner's association;
 - (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure;
 - (viii) Discussion of individual owner assessment accounts; and
- (5) If a meeting is held in closed session under paragraph (4) of this section:
- (i) An action may not be taken and a matter may not be discussed if it is not permitted by paragraph (4) of this section; and
 - (ii) A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the board of directors or the committee of the homeowners association.

Rick Farr, Secretary, Ocean Pines Association, Inc.

OCEAN PINES ASSOCIATION ADVISORY COMMITTEE APPLICATION

1. Name of Applicant: Paul Kurtz

2. Address: 1 B CANVASSBACK CT OCEAN PINES

3. Email: RKURTZCPA@GMAIL.COM

4. Telephone: 301-674-8453 Property Owner for 20 (years)

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

<input type="checkbox"/> Aquatics	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Architectural Review	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Budget & Finance	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> By-Laws & Resolutions	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Clubs	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Communications	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Elections	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Environment & Natural Assets	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Golf	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Marine Activities	Re-Appointment	<input type="checkbox"/>
<input checked="" type="checkbox"/> Racquet Sports	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Recreation & Parks	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Search	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Strategic planning	Re-Appointment	<input type="checkbox"/>
<input type="checkbox"/> Other _____	Re-Appointment	<input type="checkbox"/>

Potential Term: (1st) 2nd 3rd ~ Term will expire: _____

6. Why do you want to be on this Committee? AS AN AVID PICKLEBALL PLAYER I TAKE GREAT PRIDE IN THE GROWTH OF OUR RACQUET CENTER & LOOK FORWARD TO BEING A MEMBER OF A TEAM TO HELP THE CENTER'S CULTURE TO GROW &

7. What knowledge/input can you offer to this Committee? MEET FT'S FULL POTENTIAL AS A RETIRED CPA & BUSINESS CONSULTANT I HAVE THE SKILL SET IN HELPING TO EVALUATE COST/BENEFIT DECISIONS & ANALYSIS

Signature: [Signature] Date: 5/31/22

1st Endorsement from Committee Chairperson:
 Comment: GREAT Addition TO THE GROUP. Glad TO HAVE Paul on the team
 Signature: [Signature] Date: 6-22

2nd Endorsement from Board Liaison to Committee:
 Comment: _____
 Signature: [Signature] Date: 6/2/22

Board Action: _____ Date: _____

President's Signature: _____ Date: _____