

MEETING
By-Laws & Resolutions Advisory Committee
January 4, 2019
Administration Building Small Conference Room

Present: Marty Clarke, Jeff Knepper, Jim Trummel and Audrey Wahl were in attendance with Board liaison Esther Diller in attendance by remote communication. Having a quorum, chair Marty Clarke called the meeting to order at 12:10 PM.

The agenda for the meeting was unanimously approved.

The minutes of the December 7, 2018 meeting were unanimously approved.

PUBLIC COMMENTS: No Association members were present.

UNFINISHED BUSINESS:

Resolutions F-03 Reserve Accounts and F-04 Delinquencies: These two resolutions were a first reading at the December 1, 2018 Board meeting and reviewed at the Committee meeting of December 7, 2018. The chair reported that Committee comments have been sent to the president and Budget and Finance Advisory Committee.

Suggested Resolutions Procedures: The Committee continued work on a document that describes best resolution drafting practices which will be available to those persons likely to be involved in drafting resolutions or resolution amendments. A draft is in process and work will be continued at future Committee meetings.

NEW BUSINESS:

Resolution C-01 Committee General Policy: The Committee reviewed the December 7, 2018 Board meeting first reading of an amendment to C-01. The Committee response to the president and director Trendic indicated concern with provisions regarding Board liaison authority that could interfere with Committee leadership. In addition, there were minor editing suggestions.

GOVERNANCE DOCUMENT REVIEW:

The Governance Document review form did not require updating and was not on the agenda.

The meeting was adjourned at 2:00 PM on a unanimous vote.

Jim Trummel
Minutes Recorder

NOTE: The below highlighted areas denotes the updates/changes made at the 12/7/2018 C-04 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				
Snow Hill Depository			Jun-19	
Board Resolutions				
B-01 Book of Resolutions	9/16/2008	Jan-18	Jan-20	
B-02 Rules of Order for Board Meetings	11/19/2008	Oct-18	Oct-20	
B-03 Meetings of Association Members	11/19/2008	Oct-18	Oct-20	
B-04 Agenda Development for Board Meetings	11/19/2008	Oct-18	Oct-20	
B-05 Conflicts of Interest	11/19/2008	Oct-18	Oct-20	
B-06 Indemnification Policy	11/19/2008	Oct-18	Oct-20	
B-07 Petitions	11/19/2008	Oct-18	Oct-20	
B-08 Director Ethics & Conduct		Jul-18	Jul-20	
Committee Resolutions				
C-01 Committee General	5/20/2009	Oct-18	Oct-20	
C-02 Architectural Review Committee	12/17/2008	Apr-18	Apr-20	
C-03 Budget and Finance Advisory Committee	11/19/2008	Oct-18	Oct-20	
C-04 By-Laws and Resolutions Advisory Committee	12/17/2008	Oct-18	Oct-20	
C-05 Clubs (Food & Beverage) Advisory Committee	12/17/2008	Oct-18	Oct-20	
C-06 Communications Advisory Committee	12/17/2008	Oct-18	Oct-20	
C-07 Strategic Plan Advisory Committee	4/24/2013	Oct-18	TBD	
C-08 Elections Committee	1/19/2011	Oct-18	Oct-20	
C-09 Executive Council Committee	5/20/2009	Sep-17	Sep-19	
C-10 Environment and Natural Assets Advisory Committee	5/20/2009	Jan-17	Jan-19	

UPDATED COPY - For review at the next C-04 By-Laws Resolutions Advisory Committee Meeting in 2019. Next meeting date to be determined.

NOTE: The below highlighted areas denotes the updates/changes made at the 12/7/2018 C-04 Committee Meeting.

**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 <i>Responsible: C-11 Committee Chair</i>	3/10/2010	Oct-18	Oct-20	
C-12 Marine Activities Advisory Committee <i>Responsible: C-12 Committee Chair</i>	5/20/2009	Jul-17	Jul-19	
C-13 Recreation and Parks Advisory Committee <i>Responsible: C-13 Committee Chair</i>	6/17/2009	Oct-18	Oct-20	
C-14 Racquet Sports Advisory Committee <i>Responsible: C-14 Committee Chair</i>	9/27/2014	Jan-17	TBD	This Committee is no longer active.
C-15 Aquatics Advisory Committee <i>Responsible: C-15 Committee Chair</i>	6/17/2009	Oct-18	Oct-20	
Financial and Budgetary Resolutions				
F-01 Investment Guidelines <i>Responsible: Board</i>	3/24/2016	May-18	May-20	
F-02 Annual Budget Development <i>Responsible: Board</i>	11/19/2008	May-18	May-20	
F-03 Financial Reserve Accounts <i>Responsible: Board</i>	12/17/2008	Jul-18	Jul-20	
F-04 Delinquent Assessments <i>Responsible: Board</i>	6/17/2009	Jul-18	Jul-20	
General and Administrative Resolutions				
M-01 Compliance Procedures <i>Responsible: Board</i>	12/16/2009	Dec-09		
M-02 Amenity Policies <i>Responsible: Board</i>	4/30/2015	Apr-15		
M-04 Maintenance of Lots <i>Responsible: Board</i>	2/17/2010	May-18	Oct-20	
M-05 Animal Control <i>Responsible: Board</i>	2/17/2010	May-17	May-19	
M-06 Elections and Referendums <i>Responsible: Board</i>	4/24/2013	Mar-17	Mar-19	
M-07 Bulkhead and Waterway Maintenance <i>Responsible: Board</i>	6/16/2010	Jul-17	Jul-19	
M-08 Association Manuals (<i>Includes a Total of 8 manuals</i>) <i>Architectural Review Committee Guidelines, Employee Handbook, OPA Emergency Operations Plan, OPA Financial Management Procedures Manual, OPA Financial Management Policy Manual, OPA Job Descriptions Manual, Employees Safety Manual, and the General Manager's Policy Instructions.</i> <i>Responsible: Board</i>	7/20/2011	Nov-17	Oct-20	Board of Directors is currently working to simplify the language and shorten the content of the Employees Handbook. The status of the remaining manuals is unknown as of the C-04 Committee Meeting on 11/2/18.
M-09 Search Committee <i>Responsible: Committee Chair, GM and Board</i>	4/29/2017	Aug-17	Aug-18	

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