

2021 Annual Report to the Board of Directors

By-Laws & Resolutions Advisory Committee

Section 1. Committee Members and Status of Terms:

<u>Name</u>	<u>Term Ends</u>	<u>On Term</u>	<u>Comment</u>
Jim Trummel	October 16, 2022	3	Committee Chair
Bob Hillegass	October 16, 2022	3	
Keith Kaiser	August 31, 2022	1	
Lora Pangratz	April 21, 2024	1	
Steve Jacobs	October 16, 2024	1	

Section 2. Section of Major Activities during Reporting Period 2021:

The Committee did not begin to meet during the reporting period until February 2, 2021 because of the Covid-19 restrictions.

1. The Committee began work on By-laws amendment proposals received from the Board appointed By-laws Work Group. A status summary was submitted to the Work Group on September 20, 2021. Continued work on the effort is pending further direction from the Work Group.
2. The Committee resumed a regular review of the Governance Document, including requesting reviews of a resolutions by the responsible entities. The review process had been behind schedule because of Covid-19.
3. The Committee reviewed resolution C-04 By-laws and Resolutions Advisory Committee. A requested amendment was submitted to the Board and subsequently approved.

Section 3. Problems Encountered and Assistance required:

1. The principal problem encounter was meeting restrictions due to Covid-19. The Committee received significant support and assistance from Marketing and Public Relations Director Josh Davis in holding meetings on Microsoft Teams.
2. There are instances in which legal issues may affect recommendations made to the Board regarding resolutions or governing documents. It is recommended that a procedure be established in which consultation with counsel by the Committee can be accomplished in a timely manner.

Section 4. Request for items to be included in the next OPA budget:

If the current By-laws review continues forward to a referendum proposal, either stand alone or with the election of directors, provisions should be made for an attorney's review and referendum expenses.

Section 5. Recommendations for Board Action:

1. The Board should be aware that there will be three vacancies occurring on the Committee at the end of the next reporting period. Two vacancies will be for members ending their third term. One of the vacancies will be that of the Committee chair.
2. It is recommended that a methodology for, and the responsibility of informing the Association of changes in law, statutory or case, and regulations that affect Association operations be established. This includes informing committees of changes affecting their assigned responsibilities. Maryland HOA related law evolves over time and we need to ensure we keep up with those changes.
3. It is recommended that Board members become familiar with the process of amending resolutions as specified in Resolution B-01 Book of Resolutions and its attachment. This will ensure consistent and predictable handling of resolution amendment efforts.
4. It is recommended that procedures be established whereby Board members have reference to the authority for actions and the requirements for accomplishing actions at the time an action is approved.

Section 6. Recommendations for committee work in 2021-2022:

1. Continue By-laws review effort.
2. Continue the scheduled review of resolutions in order to maintain them in a current status.
3. Review the Association Charter to ensure consistency with state related HOA law or other potential local changes. The most recent review of the Charter was accomplished with the acceptance for filing by the State Department of Assessments and Taxation of an Articles of Amendment and Restatement on 10/24/2013.