MEETING

By-Laws & Resolutions Advisory Committee April 30, 2021 Microsoft Teams

Present: Chair Jim Trummel and committee members Bob Hillegass, Keith Kaiser, Lora Pangratzr and Lisa Romersa. Also, present was Josh Davis, OPA Marketing and Public Relations Director. Chair Jim Trummel called the meeting to order at 1:03 PM.

The agenda was approved.

The minutes of the April 02, 2021 meeting were approved.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS:

The chair reported that the review status of resolutions F-02, F-03, M-05 and M-07 continues to be incomplete. Follow-up will be continued.

The committee reviewed resolution C-04 By-laws and Resolutions Advisory Committee. Bob Hillegass proposed that the following be added to C-04 in the Functions paragraph: "Follow the "Resolutions Amendment Procedures" as published in the Book of Resolutions-Resolution B-01". It was agreed to proceed with this proposal. Bob Hillegass will prepare a redline draft of an amended C-04 for final review at the next committee meeting.

NEW BUSINESS:

The committee began discussion of the By-laws revision recommendations received from the By-laws Work Group. The recommendations, dated 4/7/2021, are included in these minutes as an attachment (Summary for Consideration of By-laws Changes).

Search Committee (5.02(b)): This revision proposal was discussed. It was decided to seek input from the Search Committee, Elections Committee and Communications Advisory Committee regarding the future of the Search Committee, participation in Search activities and ways to enhance the Search process. The chair will prepare communications to these committees, obtain comments from the By-laws and Resolutions Advisory Committee, then send requests to the three committees identified for input.

ARC Committee (5.13(h)): The committee discussed the question raised by the Work Group as to whether 5.13(h) permits the Board to supersede decisions made by the ARC Committee. It was agreed that consultation with Association counsel was necessary in order for there to be a thorough consideration of any revision to 5.13(h). The chair will forward a request for consultation with the attorney to the By-laws and Resolutions liaison.

There was a discussion of how to proceed with a review of the remainder of the revision proposals. The Search Committee and ARC proposals had been given first consideration because the proposals would clearly require contact with sources outside the committee. It

was decided that a first step would be for the chair to list the revision proposals in order of importance and this would provide a guide for how to proceed. This will be prepared and distributed in time for the next committee meeting.

The manner in which future committee meetings will be held was discussed. It was noted that in person contact restrictions were being eased. It was decided that the next meeting (June 4, 2021) would be Microsoft Teams and that meeting considerations would be further considered at that time.

GOVERNANCE DOCUMENT REVIEW:

The resolution status is included on the Governance Document Review which is attached.

The meeting was adjourned at 3:08 PM on a unanimous vote.

Jim Trummel
Minutes Recorder

Summary for Consideration of By-laws Changes (as of 4/7/2021)

SECTION	COMMENT
1.01 – 1.10	No recommended changes to the existing language.
2.01 – 2.04	No recommended changes to the existing language.
3.01(c)	Retain the first sentence and move the rest of the language to a new sub-section.
3.01(d)	Add new sub-section and include the language removed from 3.01(c).
3.04	Add language to the end of the first sentence to reference the eligibility requirements
	to vote noted in sections 3.01(c) and 3.01(d). PROPOSED: "ballots cast by members
	eligible to vote as noted in Sections 3.01(c) and 3.01(d)."
4.03	Discussion was held on defining the term "maximum number of votes that can be
	cast". Since a petition is not considered a vote there is no eligibility requirement
	associated with providing a signature and any registered homeowner of the
	Association will be considered in tabulating the number of votes that can be cast.
	Therefore, no recommended changes to the existing language.
4.04(c)	Recommend adding this new section to reference the appropriate section in the
	Charter regarding meeting notification and the single notice provision. PROPOSED:
	"Notification of meetings will be mailed to the address as it appears on records of the
	Association as noted in Article ONE, section SIXTH, subsection 4 and 5 of the Charter."
4.07(a)	The current language denotes a condition "eligible to cast a vote" and should be
	defined explicitly. PROPOSED: Change the 3 rd sentence to read " Each member
	signing the petition must be eligible for vote as referenced in section 3.01(c) when the
	petition is filed".
4.07(c)(2)	This section contains the language "maximum number of votes that can be cast"
	and needs to be defined specifically. PROPOSED: Change the last sentence to read
	"representing the maximum number of votes that can be cast as referenced in
4.07/.\/2\	section 3.01(a)"
4.07(c)(3)	This section contains the language "maximum number of votes that can be cast"
	and needs to be defined specifically. PROPOSED: Change the last sentence to read
	"representing the maximum number of votes that can be cast as referenced in
4.09(a)	section 3.01(a)" Discussion was held on the issue of the total number of votes that should be
4.08(c)	representative of Ocean Pines members affected by the referendum. Add language
	after the first sentence with a requirement of 25% of the total number of votes
	available must be submitted. PROPOSED: "The number of total votes cast must be at
	least 25% of the total number of votes available to be cast".
	reast 25% of the total number of votes available to be cust.
5.02(b)	As the Search Committee is potentially no longer a viable requirement in the election
3.02(0)	process this section should be removed and replaced with language that promotes
<u> </u>	Process this section should be removed and replaced with language that promotes

SECTION	COMMENT
SECTION	advertising for candidates for the Board. Consideration should be given for the
	Elections committee to address the issue for soliciting candidates. No proposal at this
	point as further discussion is required and will be referred to the By-laws &
	Resolutions Committee.
5.02(c)	Change the language in the first sentence to "complete an application form." to
3.02(0)	remove the reference to the Search committee. Change the language of the third
	sentence to "The form shall be submitted to the Secretary of the Association" (this
	requirement must be confirmed and coordinated with the Elections committee).
5.10	Discussion was held on the issue of reference to Maryland HOA law. The language in
3.10	the previous by-laws (prior to 2008) was considered as a possible replacement to the
	existing language, however, after discussion it was decided that the language in this
	section of the by-laws should be changed to reference Maryland Code (Corporations
	and Associations Article 2-408(c). PROPOSED: "Any action required or permitted to be
	taken by the Board of Directors may be taken without a meeting as noted in Article 2-
	408(c) of the Maryland Code (Corporations and Associations)"
5.11	Change the language in the last sentence to provide clarity. PROPOSED: "Members
	of the Board of Directors shall be provided with a "Family Membership" to any
	amenities of the Association".
5.13(h)	Discussion was held regarding the notion that the Board can supersede decisions
	made by the Architectural Review Committee. It was agreed that the issue should be
	brought before an attorney prior to any proposed changes in the language. The issue
	will be referred to the By-laws & Resolutions committee for further review.
5.14(e)	Discussion was held on the benefit of including a reference to the policy manual
	containing the limits and guidelines. Consideration was also given to noting that the
	policy manual should be reviewed by the Board and GM on an annual basis. Further
	discussion is required to ensure the title and content of the policy document before
	any changes to the language are recommended.
5.14(f)	Discussion was held on the benefit of including a reference to the policy manual
	containing the limits and guidelines. Consideration was also given to noting that the
	policy manual should be reviewed by the Board and GM on an annual basis. Further
	discussion is required to ensure the title and content of the policy document before
	any changes to the language are recommended.
6.06(a)(6)	Add this new section with the following language: informing other Directors of all
	issue in a timely manner. PROPOSED: "keeping all Directors informed of all
	Association issues in a timely manner."
7.01 – 7.02	No recommended changes to the existing language.
8.04(b)	Add language to reference the financial policy manual. The official title of the manual
	needs to be defined and agreed upon so the correct language can be added to
0.02(1.)	reference the document.
9.02(b)	Need to identify an official title of the personnel policies and procedures documents
10.04 10.5=	that are being referenced along with their location.
10.01 – 10.07	No recommended changes to the existing language.
11.01 – 11.02	No recommended changes to the existing language.

NOTE: The below highlighted areas denotes the updates/changes made at the 4/30/2021 meeting by the C-04 Committee Members.

Ocean Pines Association By-Laws and Resolution Advisory Committee

Governance Resum	ont	Effective	Last Review	Scheduled	
Governance Docum By-Laws	ent	Date 8/9/2008	Date Aug-08	Review Date TBD	Comments
•	Responsible: Board	5,5,2000	, 125 30	100	
Articles of Amendment and Restatemer		4/24/2013	Apr-13	TBD	
	Responsible: Board				
Declaration of Restrictions					Note: For informational purposes, the OPA has total of 33 Declaration of Restrictions on file.
Total Number on File 33	Responsible: Board				
now Hill Depository	Decreasible Decre			Jun-19	
loard Resolutions	Responsible: Board				
-01 Book of Resolutions		1/4/2020	Jan-20	Jan-22	
	Responsible: Board	1/4/2020	341120	3011-22	
-02 Rules of Order for Board Meetings		11/19/2008	Oct-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the
	Responsible: Board				other "B"series resolutions noted below.
-03 Meetings of Association Members		11/19/2008	Nov-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the
	Responsible: Board				other "B"series resolutions noted below.
3-04 Agenda Development for Board M		1/27/2018	Jan-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the
	Responsible: Board			No of the last of the parties of the	other "B"series resolutions noted below.
-05 Conflicts of Interest		11/19/2008	Oct-18	Oct-20	4/2/21-On hold continues. Under review by a Board Work Group. Note: B-05 and B-08 lists
OC Indexes Startion Bullet	Responsible: Board	11/10/005			Conflicts of Interest topics differently. These differences need to be reviewed and reconciled.
-06 Indemnification Policy	Responsible: Board	11/19/2008	Oct-18	Oct-20	4/2/21-The review of this resolution placed on hold until after the review completion of the
-07 Petitions	Responsible: Board	11/19/2008	Oct-18	Oct-20	other "B"series resolutions noted below.
- OF FERRORS	Responsible: Board	11/19/2006	OCI-16	OC1-20	4/2/21-On hold until after the current referendum process is completed.
-08 Director Ethics & Conduct		7/27/2018	Jul-18	Jul-20	4/2/21-On hold continues. Under review by a Board Work Group. Note: B-05 and B-08 lists
	Responsible: Board	, , , , , , , , , , , , , , , , , , , ,			Conflicts of Interest topics differently. These differences need to be reviewed and reconciled.
ommittee Resolutions					
-01 Committee General		9/9/2020	Sep-20	Sep-22	
	sponsible: Board				
-02 Architectural Review Committee		5/2/2020	May-20	May-22	
Re	sponsible: C-02 Chair				
-03 Budget and Finance Advisory Comm	nittee	10/10/2018	Oct-18	Oct-20	In March 2021 C 04 Chair contacted the C 02 Chair to advise this Beach that I does have
- ·	sponsible: C-03 Chair	10/10/2018	001-18	OCI-20	In March 2021, C-04 Chair contacted the C-03 Chair to advise this Resolution is due for review.
-04 By-Laws and Resolutions Advisory (THE RESIDENCE OF THE PARTY OF T	10/20/2018	Oct-18	Oct-20	4/30/21-Committee reviewed and approved an addition, to be finalized at the 6/4/21 meeting
· · · · · · · · · · · · · · · · · · ·	sponsible: C-04 Chair	_5, _5, _510	20. 10	00.20	1, 10, 11 Section and approved arraduction, to be minimized at the 0,4/21 meeting
-05 Clubs (Food & Beverage) Advisory (10/20/2018	Oct-18	Oct-20	This Advisory Committee was suspended by the BOD at the 9/9/2020 Board meeting.
Re	sponsible: C-05 Chair				
C-06 Communications Advisory Committee <i>Responsible: C-06 Chair</i>		10/20/2018	Oct-18	Oct-20	In March 2021, C-04 Chair contacted the C-06 Chair to advise this Resolution is due for review.
					In April, C-06 Chair advised they are reviewing several possible changes.
-07 Strategic Plan Advisory Committee		1/27/2018	Jan-18	Jan-20	In March 2021, C-04 Chair contacted the C-07 Chair to advise this Resolution is due for review.
	sponsible: C-07 Chair				
-08 Elections Committee	manalhia. Conch.	10/10/2018	Oct-18	Oct-20	4/2/21-Rmains on hold pending the results of the Bylaws Work Group's review.
	ponsible: C-08 Chair	F /20 /2002	C	601	
-09 Executive Council Committee	ible: Board President	5/20/2009	Sep-17	Sep-21	
Respons			-		
-10 Environment and Natural Assets Ad	visory Committee	10/27/2017	Mar-19	Mar-21	In March 2021, C-04 Chair contacted the C-10 Chair to advise this Resolution is due for review.

COPY UPDATED ON: 4/30/2021 - For review at the next C-04 By-Laws Resolutions Advisory Committee Meeting Scheduled for 6/4/2021

$\underline{\text{NOTE:}} \ \text{The below highlighted areas denotes the updates/changes} \\ \text{made at the 4/30/2021 meeting by the C-04 Committee Members.}$

Ocean Pines Association By-Laws and Resolution Advisory Committee

Responsible: Board F-03 Financial Reserve Accounts Responsible: Board F-04 Delinquent Assessments Responsible: Board F-05 Financial Reserve Accounts Responsible: Board F-05 Financial Reserve Accounts Responsible: Board F-06 Delinquent Assessments Responsible: Board F-07 Bulkhead and Waterway Maintenance F-08 Association Manuals (Includes a Total of 8 manuals) F-09 Baarch Committee F-09 Search Committee Water Status of the Sarch Committee. F-09 Search Committee Water Status of the Sarch Committee. F-09 Search Committee F-09 Search Committee F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search Committee F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search Committee Was sent in April 2021. Is Drainage a separate Reserve Fund? F-09 Search In April 2021. Is Drainage a separate Reserve Fund? F-09 Search In April 2021. Is Drainage a separate Reserve Fund? F-09 Search In April 2021. Delinquent report status complete. F-09 Search In April 2021. Delinquent report status of the C-1020 In hold pending receipt of the current Delinquent report status of the Current Delinquent report status of the C-1020 In hold pending receipt of the current Delinquent report status of the Search Committee. F-09 Search Committee F-09 Search Com		Effective	Last Review	Scheduled	
C-12 Varine Activities Advisory Committee Responsible: C-13 Committee Chair C-13 Secression and Activities Advisory Committee Responsible: C-13 Committee Chair C-14 Secression and Seponsible: C-13 Committee Chair C-15 Squattes Advisory Committee Responsible: C-15 Committee Chair C-16 Squattes Advisory Committee Responsible: C-16 Committee Chair C-17 Squattes Advisory Committee Responsible: C-18 Committee Chair C-18 Squattes Advisory Committee Responsible: C-18 Committee Chair C-15 Squattes Advisory Committee Responsible: C-18 Committee Chair C-15 Squattes Advisory Committee Responsible: C-18 Committee Chair C-16 Squattes Advisory Committee Responsible: C-18 Committee Chair Financial and Budgetary Resolution Responsible: Board Responsible: Responsible: Board Responsible: Res				The second secon	Comments
5/20/2009 Jul-17 Jul-19 4/30/21, C-94 Chair reported that the C-12 Chair will provide status of review by 6/1/21 Responsible: C-12 Cammittee Chair C-13 Responsible: C-12 Cammittee Chair C-14 Responsible: C-13 Cammittee Chair Responsible: Responsible: Board Procedures R		5/2/2020	Feb-20	Feb-22	
C-13 Recreation and Parks Advisory Committee Responsible: C-12 Committee (1/2)		5/20/2009	Jul-17	Iul 10	4/30/21 C 04 Chair reported that the C 12 Chair will are identifying facility by C 12/22
C-13 Recyation and Parts Advisory Committee Responsible: C-13 Committee Chair C-14 Request Sports Advisory Committee Responsible: C-14 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-14 Committee Chair Responsible: C-15 Committee Chair Responsible: Board Respon	· · · · · · · · · · · · · · · · · · ·	3/20/2003	Jul-17	Jul-19	4/30/21, C-04 Chair reported that the C-12 Chair will provide status of review by 6/1/21
Responsible: C-13 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-15 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-15 Committee Chair Responsible: Board Responsible: Boar		10/10/2018	Oct-18	Oct-20	In April 2021, C-04 Chair to contact the C-10 Chair to advise this Resolution is due for review
C-14 Raquet Sports Advisory Committee Responsible: C-14 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-15 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-16 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-15 Committee Chair C-15 Aquatics Advisory Committee Responsible: C-16 Committee Chair Responsible: C-15 Committee Chair C-15 Aquatics Advisory Committee Responsible: Board Responsible: Board C-16 Incardial and Budgetary Resolutions C-20 Incardial Responsible: Board Responsible: Board Responsible: Board C-20 Annual Budget Development Responsible: Board Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Incardial Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Incardial Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Incardial Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Incardial Responsible: Board C-20 Annual Budget Development Responsible: Board C-20 Incardial		10/10/2010	001-10	001-20	m April 2021, 0-04 Chair to contact the C-10 Chair to advise this Resolution is due for review.
Responsible: Cal Committee Chair Financial and Budgetary Resolutions Responsible: Board Accompanies Responsible: Board Acc		12/19/2020	Dec-20	TRD	This Advisory Committee was rejectated by the BOD at the 12/17/2020 Board Mostins
C-15 Aquatics Advisory Committee Responsible: C-15 Committee Chair Financial and Budgetary Resolutions F-01 Investment Guidelines Responsible: Board Responsible: Board Responsible: Board Responsible: Board A-02 Amenula Procedures Responsible: Board A-03 Amenulay Policies Responsible: Board A-04 Maintenance of Lots Responsible: Board Responsible: Board A-05 Aminal Control		//		100	
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F-02 Annual Budget Development Responsible: Board F-03 Financial Reserve Accounts Responsible: Board F-04 Delinquent Assessments Responsible: Board F-05 Financial Reserve Accounts Responsible: Board F-06 Delinquent Assessments Responsible: Board F-07 Delinquent Assessments Responsible: Board F-08 Delinquent Assessments Responsible: Board F-09 Financial Reserve Accounts Responsible: Board F-09 Financial Review Committee Guidelines, Employee Inanbook, OPA Emergency Operations Plan, OPA Financial Rengement Policy Manual, OPA Planacial Rengement Policy Manual, OPA Planacial Rengement Policy Manual, OPA Planacial Rengeless Ford Manual, and the General Manager's F-09 Financial Responsible: Board F-09 Search Committee F-09 Financial Responsible: Board F-09 Feb-19 Jul-20 Jul-21	Responsible: C-15 Committee Chair	,,		000 20	a 22 Similar perantig resumption of committee weeting.
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Responsible: Board M-02 Compliance Procedures M-02 Amenity Policles Responsible: Board M-04 Maintenance of Lots Responsible: Board M-05 Animal Control Responsible: Board M-05 Animal Control Responsible: Board M-06 Elections and Referendums Responsible: Board M-07 Bulkhead and Waterway Maintenance Responsible: Board M-08 Association Manuals (Includes a Total of 8 manuals) M-08 Association Manuals (Includes a Total of 8 manuals) M-08 Association Manuals (Includes a Total of 8 manuals) Management Procedures Manual, OPA Financial Management Policy Manual, OPA Financia	Responsible: Board				, , , , , , , , , , , , , , , , , , ,
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M-02 Amenity Policies Responsible: Board M-02 Amenity Policies Responsible: Board M-04 Maintenance of Lots Responsible: Board M-05 Animal Control Responsible: Board M-05 Animal Control Responsible: Board M-06 Elections and Referendums Responsible: Board M-07 Bulkhead and Waterway Maintenance Responsible: Board M-08 Association Manuals (Includes a Total of 8 manuals) M-08 Association Manuals (Includes a Total of 8 manuals) M-08 Emergency Operations Plan, OPA Financial Management Procedures Manual, OPA Financial Management Prolicy Manual, OPA Financial Management Policy Manual, OPA Financial Manage					
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