

# OPA EXECUTIVE COUNCIL

## MEETING Minutes 6/7/2018

1. Call to order with Pledge of Allegiance: 6:55 pm

2. Welcome / Introductions

In attendance: Lisa Schwartz, John Viola, Marty Clarke, Les Purcell, Ted Moroney, Matt Groves, Colette Horn, Doug Parks, Jenny Cropper-Rines, Tom Janasek, Steve Habegger, Tim Mullen, Bob Kessler, Joe Reynolds

3. President's Remarks – appreciate willingness to volunteer

4. Committee Reports (summary of top 1-3 items from committee annual report)

a. Aquatics – not represented

b. ARC – Lisa Schwartz, Chair reported the following: Great committee: 3 members 2 alternates; don't always agree; go out to look at properties; looking at resolution and by-laws in order to update guidelines and info for members.

Discussion: Joe Reynolds: ARC is best Committee b/c they do serious work; need more inspections; need to pull up illegal signs; enforcement of DR's should improve esp. with trash cans left out in street.

c. Budget & Finance – John Viola, Chair reported: Work this past year: very involved with development of budget; consulted with TWG software group; consulted Board on investment issues. This committee has a lot of interaction with board members.

d. By-Laws & Resolutions – Marty Clarke, Chair reported. Committee is working well with new Board liaison; very busy committee; prior Board had asked for C resolutions to be reviewed and revised with removal of language stipulating consultation with GM as well as Board. To this end the C resolutions up for 1<sup>st</sup> reading with revisions following final review by committees.

Discussion: Ted Moroney, Board Liaison, reported that last year the Board asked that the GM be pulled out of the language pertaining to the reporting/advisory structure for all committees. This revision has been completed and now the committees are being asked to review them.

**Action item for ByLaws: Make sure all committees work with their liaison to review their respective resolutions and need for interaction and consultation with GM and Dept. Heads so that revisions of their respective resolution will accurately reflect a communication/reporting structure that supports the work/responsibilities the committee is charged with.**

Joe Reynolds pointed out that all the committees are Board advisory not advisory to management.

e. Clubs – Les Purcell, Chair report: Annual Report well received by BOD; several recommendations have been implemented; big problem early in the year—past

# OPA EXECUTIVE COUNCIL

## MEETING Minutes 6/7/2018

year's Board policy prohibiting committee from talking to Dept. Heads. New GM has been to every meeting; Matt Ortt Co.'s work is ongoing; upcoming issues: Committee wants to learn more about Beach Club; at Yacht Club the committee intends to continue to focus on priority to improve comfort and enjoyment of guests at Yacht Club (i.e. expand Tiki seating; umbrellas for outdoor tables; 2<sup>nd</sup> floor awning at YC; fly control needed at YC; customer survey system needs to be in place. Les noted that one of the committee members designed a customer feedback survey card that is available for use by MOC and by Director of Golf for Tern.

- f. Communications: Jennie Cropper-Rines, Chair reported. This year the Communications and 50<sup>th</sup> Anniversary Committee worked as one, since both committees contained the same members. Report on Communications Committee: This year the Committee was asked to facilitate the Town Hall Meeting. This went very well, and the Committee wishes to continue to serve the Board in this capacity. They believe that the practice of holding Town Hall Meetings should continue. Report on 50<sup>th</sup> Anniversary Committee: Successful kick-off with sign dedication, parade and family fun day. There are many activities yet to come.

**Action Item for Communications: Work with Board to determine need for future Town Hall Meetings and take the lead in scheduling and facilitating them.**

- g. Comprehensive Plan: Frank Daly, Chair not in attendance but reported to Doug Parks that the Committee's priority is for the Owner Survey to progress on schedule.
- h. Elections: Steve Habeger, Chair reported. Statistics on election participation were shared and last year 38% participation is estimated. Change for this year by Board is that vote count will be announced live stream. The Committee recommended to the Board changes to resolution regarding advertising in OP publications; this was not passed by the Board.

Discussion: Joe Reynolds noted that he thinks 38% participation is not good. He suggested getting data on people who return their ballots: What percent are full time vs. part time. Use data to determine strategies to improve participation.

**Action Item for Elections: Determine how best to collect data to support development of strategies to support increased voter participation.**

- i. Environment & Natural Assets: Tom Janasek, Chair reported on the following: Bay Day was a big success with many activities for kids and members, and many informational tents. The water testing by Assateague Coastal Trust handled over 100 water samples. Current focus of Committee is on health of the St. Martin's River. BOD funded Test Keeper—Assateague Coastal Trust for testing testing local waters. Swim App is available for download on your phone to get results of

# OPA EXECUTIVE COUNCIL

## MEETING Minutes 6/7/2018

water testing to keep track of swimming safety in our waters. Committee has focused on CAFO issue. CAFO on Peerless has been approved but permit still not written. Committee presented proposal to BOD on updating mailboxes—new posts, concrete and roof. Goal is replace 1-2 clusters in first year with more in future.

Discussion: Joe Reynolds commented that he believes the bigger problem is water run-off from yards, depositing lawn chemicals. Also our waste treatment facilities are unable to process waste water fast enough if there is a deluge, which then leads to flood water that is contaminated.

- j. Golf – Bob Kessler, Chair Reported: Several recommendations from end of year report had been implemented. Notable changes include bringing Tern under Golf Director’s management, and changing golf year to fixed fiscal year; development of pro-rated membership rate for those who join mid-year. Committee has been diligent in doing minutes promptly but lack of feedback on minutes causes one to wonder if they are read. (See general discussion points below related to minutes.)
- k. Marine Activities – Tim Mullen, Chair reported. Committee recently was re-activated and is still getting itself organized. Committee made recommendations to Board on dredging the canals. He noted that people are concerned that nothing is being done with the money that is collected for this. Survey was requested by BOD for the White Horse Boat Ramp—this is on hold since it’s not very busy yet.

Discussion: Method being used is for committee members to go to lot at 10:30 am daily, recording information from license plates & counting how many cars are in parking lot. Thus far no problem was seen even on Memorial Day Weekend on which there were not many cars in the lot. Tom Janasek reported that he was there on a recent Saturday and found that there were cars and trailers overflowing the parking spaces into the perimeter of the lot and the sides of the driveway all the way out to Beachamp Rd. Jenny Cropper-Rines noted that there in are different types of member users whose license plates will be from different states if they are part-time residents. She questioned whether the license plate information was going to be useful. Marty Clarke seconded this concern and suggested a sticker system. Doug Parks noted that the idea is to see if there is a problem by counting users, then go to next step of determining what types of users. First step is to determine how many users there are.

**Action item for Marine: Consult with Committee members and liaison to ensure that data collection system for current survey on usage is structured to yield meaningful and accurate information.**

- l. Recs & Parks—Matt Groves, Chair reported. Committee’s recommendation for Manklin Meadows Playground was implemented and it is in; now looking at

# OPA EXECUTIVE COUNCIL

## MEETING Minutes 6/7/2018

space from empty court at Swim and Racquet. Considering how to enhance the appearance of the area and how best to utilize that space for community enjoyment.

- m. 50<sup>th</sup> Anniversary: See above.
- 5. Public Comments: . Joe Reynolds commented on ARC (see above discussion), Communications (need more Town Hall Meetings). Elections (see above discussion). Environment and Natural Assets (see above discussion).
- 6. Review of the format for committee reports:  
**Action Item for all Committees: use C-01 form for annual report and feel free to use attachments or modifications as needed when the form doesn't exactly meet your needs.**
- 7. Open Discussion
  - a. HOA Open Meetings provisions as they apply to Advisory Committee meetings regarding notice, cancellation, and rescheduling of meetings. Colette Horn noted that there are cancellations and rescheduling of meetings that do not get announced publicly. The C resolutions provide for the Chair to notify the GM's office, who would then direct Marketing to publicize the change. Marty Clarke noted that this is no longer in the recently revised C resolutions. This needs to be looked at. It was noted that we need to promote more membership participation in committee volunteering, and making it easy for new people to attend committee meetings will help with the effort to encourage greater participation. To this end it will be important for committee meeting changes to be made public in advance.  
**Action Item for ByLaws Committee: Look at C resolution language and ensure there are provisions that address the need to publicize meetings and changes to established meeting schedules so as to facilitate participation by members.**
  - b. What does your committee want to accomplish in the upcoming fiscal year?  
Communications: orientation for new Committee Chairs.  
**Action item for Communications: Orientation for new Chairs.**  
ByLaws: Ted Moroney: Last year BOD rx By-Laws Committee to pull GM out of C resolutions. But some need that interaction.  
**Action Item for ByLaws: Send Email out to all committees regarding final review by each committee of their Resolution to ensure that they accurately describe their charge/responsibilities and their reporting/communications needs. With goal of having this process completed by end of September.**
  - c. Recommendations for how board can better use the advisory committees: How do we promote committee work with the membership. Does the Board need to originate all the work?

# OPA EXECUTIVE COUNCIL

## MEETING Minutes 6/7/2018

Discussion: Doug Parks noted that the work of the committees should also originate with the committees, not just through Board directive. It may be beneficial to have committees take the initiative and be proactive on topics of relevance to their area.

Golf: Liaison has followed up on things. However, Board needs to be aware that Golf decisions need to be made in December.

Doug Parks: **Action item for all committees: please send emails with action items to Board rather than just including them in minutes. Make public presentations at BOD meetings on topics the Board needs to know more about.**

How to promote Committee Work:

**Action item for Communications Committee: develop ideas to educate members about committees and encourage committee involvement.**

Miscellaneous

Marty Clarke: What is the future of the racquet sports committee?

Doug Parks: discussion is needed with each group to determine whether and how to reconstitute committees. (**Action item for President Parks**)

8. Adjourn: 8:00