



**BUDGET AND FINANCE COMMITTEE
MEETING MINUTES
Wednesday, March 25, 2026
9:00 AM Administration Building – Gray Room**

Attendance:

Sherrie Clifford, Bob Hillegass, Jack Collins, Randy Winemiller
Virtual Attendees: Doug Parks (Chair), Frank Brown, Monica Rakowski (Board Liaison)
Excused Absence: Colette Horn

Call To Order: Doug Parks (Chair) 9:00AM

Pledge of Allegiance

Approved of Agenda: All Approved

Approved of Minutes: February 18, 2026. All Approved

Public Comments: N/A

Miscellaneous: Sherrie Clifford agreed to take the meeting notes

Review of February 2026 Financials:

Summary:

We had a NEGATIVE operating fund variance for FEBRUARY of (\$4,367). Revenues were UNDER budget by (\$30,127) and total expenses were UNDER budget by \$25,760. We have a POSITIVE YEAR-TO-DATE operating fund variance of \$397,945. Revenues are OVER budget by \$173,735 and total expenses are UNDER budget by \$224,210.

Questions submitted to OPA's Finance team:

1. There was talk of a planned promotion for racquet sports in an attempt to attract more usage and increase membership. Is this promotion moving forward and if so, when will it be in place? The question is posed to determine if the promotion (if/when used) generated any additional revenue.

Yes, this was discussed and is moving forward. We are working through the details now, but we will let you know via one of our updates. The Racquet Sports Director has recommended this.

2. Given the work on the drainage pond on hole 18, are the costs for the bulkhead material and associated labor coming out of replacement or are the overall costs associated with the irrigation project?

We are following the DMA study which has it included as replacement.

- Where will tracking for the Fire Department project be reported? How much is being expensed by OPA vs. the OPVFD?

As in the past, the General Manager will report on this in all of his updates to the Board. Ocean Pines will own the entire building and thus capitalize the full cost.

Additional Email Correspondence:

From Doug Parks to Monica Rakowski: Given there is no longer a By-laws & Resolutions committee, the attached document shows the status of the “F” resolutions as well as the other resolutions by their review dates. I stand corrected regarding the date of legal review as it was December 13th not the 4th. Just a friendly reminder to the Board for reviewing/addressing resolutions. (Email Attachments below)

From Monica Rakowski: Thank you Doug, I will address this with the board.

RESOLUTION F-06

CONVENIENCE FEE POLICY

- Purpose.** The purpose of Resolution F-06 is to set policy regarding the additional costs associated with the use of a credit card to pay the annual assessment.
- Authority.** The Charter of Ocean Pines Association, Inc., the By-Laws of the Association and section 12(d) of the Declaration of Restrictions for the various sections within the Association obligates each property owner to pay a uniform annual charge assessed by the Association.
- Background.** The Board of Directors wishes to allow Owners the convenience to render payment for the annual charge by the use of a credit card. The Association incurs additional costs related to every credit card transaction. In order to cover the additional costs associated with the use of credit cards, the Board of Directors finds it necessary to charge those owners who voluntarily wish to pay the annual charge by credit card an additional fee for the use of the credit card, in addition to the annual charge (“Convenience Fee”).
- Policy.** Owners are permitted to render payment for the annual charge by use of a credit card that the Association accepts under a merchant agreement with the credit card company. If an owner wishes to use a credit card, the Owner must also pay the Convenience Fee at the same time the credit card transaction is processed. The Convenience Fee can be paid in cash or through the same credit card transaction. The Convenience Fee shall be a fixed dollar amount set by the General Manager but shall not exceed 4% of the annual charge being paid by credit card. Owners will be informed of the Convenience Fee prior to the credit card transaction and notice of the Convenience Fee will be provided at the desk of the Administrative Office.

 _____ President Attest
 _____ Secretary

Review History:
 General Manager: _____ Date: _____
 Legal: _____ Date: _____
 By-laws and Resolutions Advisory Committee: _____
 Date: _____

NOTE: The below yellow highlighted areas denotes the updates/changes made at the 9/12/2025 meeting by the C-04 Committee Members.

Ocean Pines Association
By-Laws and Resolution Advisory Committee

Governance Document	Effective Date	Last Review Date	Scheduled Review Date	Comments:
By-Laws <i>Responsible: Board</i>	5/14/2021	May-22	N/A	9/13/2024, Review date requirement removed. No mandated review periodicity for By-Laws
Articles of Amendment and Restatement <i>Responsible: Board</i>	4/24/2013	Apr-13	TBD	
Declaration of Restrictions <i>Total Number on File 34</i> <i>Responsible: Board</i>				<i>Note: For informational purposes, the OPA has total of 34 Declaration of Restrictions on file.</i>
Snow Hill Depository <i>Responsible: Board</i>			TBD	
Board Resolutions				
B-01 Book of Resolutions <i>Responsible: Board</i>	1/4/2020	Feb-23	May-27	5/9/25: Forwarded to BOD for consideration with no recommendation changes. 9/12/25: Confirmed no changes, awaiting BOD confirmation
B-02 Rules of Order for Board Meetings <i>Responsible: Board</i>	11/19/2008	May-23	May-25	9/12/25: To be discussed next C04 meeting.
B-03 Meetings of Association Members <i>Responsible: Board</i>	11/19/2008	Jul-23	Jul-25	9/12/25: To be discussed next C04 meeting.
B-04 Agenda Development for Board Meetings <i>Responsible: Board</i>	1/27/2018	May-25	May-27	
B-05 Conflicts of Interest <i>Responsible: Board</i>	11/19/2008	May-23	May-25	9/12/25: To be discussed next C04 meeting.
B-06 Indemnification Policy <i>Responsible: Board</i>	11/19/2008	May-23	May-25	9/12/25: To be discussed next C04 meeting.
B-07 Petitions <i>Responsible: Board</i>	11/19/2008	May-25	May-27	
B-08 Director Ethics & Conduct <i>Responsible: Board</i>	7/27/2018	Jul-18		This Resolution was deleted by the Board at the 6/16/21 meeting.
Committee Plus Two Board Resolutions				
C-01 Committee General <i>Responsible: Board</i>	9/9/2020	Apr-24	Apr-26	9/12/2025: C04 Liaison to present suggested edits to the BOD.
C-02 Architectural Review Committee <i>Responsible: C-02 Chair</i>	5/2/2020	Oct-24	Oct-26	
C-03 Budget and Finance Committee <i>Responsible: C-03 Chair</i>	11/20/2021	Apr-24	Apr-26	
C-04 By-Laws and Resolutions Committee <i>Responsible: C-04 Chair</i>	9/15/2021	Oct-23	Oct-25	
C-05 Clubs (Food & Beverage) Committee <i>Responsible: C-05 Chair</i>			N/A	<i>This Advisory Committee was suspended by the BOD at the 9/9/2020 Board meeting.</i>
C-06 Communications Committee <i>Responsible: C-06 Chair</i>	9/15/2021	Nov-23	Nov-25	
C-07 Strategic Plan Committee <i>Responsible: C-07 Chair</i>	1/27/2018	Jan-24	Jan-26	

Adjournment:

The meeting was adjourned at 9:40 AM
Respectfully submitted by Sherrie Clifford