

MEETING
By-Laws & Resolutions Advisory Committee
November 1, 2019
Administration Building Small Conference Room

Present: Jim Trummel, Audrey Wahl, Jeff Knepper and Bob Hillegass were in attendance. Also present were Steve Habeger, chair of the Elections Committee, and Greg Ellison of the Bayside Gazette. Having a quorum, chair Jim Trummel called the meeting to order at 12:25 PM.

The agenda for the meeting was unanimously approved.

The minutes of the October 4, 2019 were unanimously approved.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS:

Election Results Validation (By-Laws Sections 4.02(a) and (b)): A draft of the response to President Parks' request for input on the process of election results validation was discussed. A decision on a final draft has been deferred to the December meeting so that all committee members have the opportunity to review and discuss the response.

Committee comments to the First Readings of M-01/M-10, C-02 and M-04 have been submitted to the Board and other interested parties.

The 2019 Annual Report was submitted.

NEW BUSINESS:

A discussion of reports that have been submitted to the Board, committee/staff interactions and consideration of future meetings scheduling was deferred to a later meeting.

GOVERNANCE DOCUMENT REVIEW: The Governance Document was reviewed and updated. The current resolution status is attached. Revisions from the prior review are color coded.

The meeting was adjourned at 1:05 PM on a unanimous vote.

Jim Trummel
Minutes Recorder

NOTE: The below highlighted areas denotes the updates/changes made at the 11/3/2019 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	8/9/2008	Aug-08	TBD	
Articles of Amendment and Restatement	9/12/2013	Sep-13	TBD	
Declaration of Restrictions				Note: For informational purposes, the OPA has total for 34 of Declaration of Restrictions on file.
Total Number on File 34				
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-20	May-21	
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	Jan-18	Jan-20	
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	Mar-19	Mar-21	

NOTE: The below highlighted areas denotes the updates/changes made at the 11/1/2019 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
C-11 Golf Advisory Committee <i>Responsible: C-11 Committee Chair</i>	3/10/2010	Oct-18	Dec-18	First Board reading was Dec 2018. Request for C-04 Committee's review has not been received from C-11 Chair as of 5/3/2019. C-04 Chair has request status from BOD President.
C-12 Marine Activities Advisory Committee <i>Responsible: C-12 Committee Chair</i>	5/20/2009	Jul-17	Jul-19	Reviewed by C-12, C-04 Committee is waiting for the pending review date.
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	Note: 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	C-04 Committee Chair has advised Board President of the confusing budget approval date and made recommendations for a complete review including the reporting provisions.
F-03 Financial Reserve Accounts <i>Responsible: Board</i>	12/17/2008	Jun-19	Jun-21	
F-04 Delinquent Assessments <i>Responsible: Board</i>	6/17/2009	Jun-19	Jun-21	C-04 Committee is waiting for the required Delinquency Report.
General and Administrative Resolutions				
M-01 Compliance Procedures <i>Responsible: Board</i>	12/16/2009	May-19	May-20	C-04 Committee reviewed proposed changes and submitted their report. M-01 has been scheduled for the second reading at the 11/2/2019 Board meeting.
M-02 Amenity Policies <i>Responsible: Board</i>	4/30/2015	Apr-15		C-04 Committee reviewed at the 9/6/2019 meeting and provided suggested changes. M-02 has scheduled for the second reading at the 11/2/2019 Board meeting
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	Board President advised in his 6/2/2019 email this will be forwarded for review by the Board.
M-06 Elections and Referendums <i>Responsible: Board</i>	4/24/2013	Mar-17	Oct-20	C-04 Established new review date for the Board after their August 2019 Meeting.
M-07 Bulkhead and Waterway Maintenance <i>Responsible: Board</i>	6/16/2010	Jul-17	Jul-19	Board President advised in his 6/2/2019 email this will be forwarded for review by the Board.
M-08 Association Manuals (Includes a Total of 8 manuals) <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	C-04 Chair has placed this on hold until after the August Board Elections.
M-09 Search Committee <i>Responsible: Committee Chair, GM and Board</i>	5/29/2019	May-19	Jul-20	