

## ATTACHMENT A

### OCEAN PINES ASSOCIATION, INC. BOARD OF DIRECTORS ELECTION INFORMATION & CANDIDATE APPLICATION FORMS

Attached is the OPA Candidate Registration Form. To be considered by the OPA, this form must be completed and returned to the OPA General Manager's office at the Administration office at 239 Ocean Parkway to the attention of the Search Committee no later than the end of Association business on May 10<sup>th</sup> of the year of election. If Association offices are not open on May 10<sup>th</sup>, or not open for a full business day, Candidate Registration Forms are then due no later than the end of business the next full business day of the Association offices.

For your convenience, additional information is provided that gives a brief description of Board responsibilities. Additional corporate documents are available for review at the OPA Administration Office. The OPA Elections Committee supervises the election process and will provide further instructions to all candidates in addition to that below.

#### Board Responsibilities

- The Ocean Pines Association is governed by a seven member Board of Directors elected by the lot owners who make up membership in the homeowners association.
- Section 5.13 of the By-Laws establishes the Powers of the Board. Section 15.14 establishes the duties of the Board.
- The Board determines operational and fiscal policy and assesses property owners at a rate set annually. These assessments provide the funds for the operation of the Association.
- The Board sets a meeting schedule for the coming year at the Organization Meeting after the election of directors. A Board member who misses three consecutive regular meetings is subject to removal for cause.
- Board members do not receive monetary compensation for their service.
- Board members serve three year terms on a staggered basis. Directors cannot seek reelection after serving two consecutive terms.
- A Board candidate must be an owner of record on January 1<sup>st</sup> of the year of the election and not have unpaid annual charges or vote suspended by the Board as of May 15<sup>th</sup> of that year.
- Board members may be assigned as Board liaison to Advisory Committees.

#### Elections Committee

- The Elections Committee has the responsibility for administering the election process. See Board Resolution M-06 Elections and Referendums Procedure. The Committee will provide further instructions and information for all candidates.
- Candidates will be requested to supply information, which will be distributed to the media and included with ballots sent to Association members. This includes biographical information, and answers to questions prepared by the Elections Committee. Candidates will be asked to participate in a Candidates Forum.



ATTACHMENT B  
OCEAN PINES ASSOCIATION, INC.  
BOARD OF DIRECTORS [YEAR] CANDIDATE REGISTRATION FORM

**Applicant Name** \_\_\_\_\_

**Property Ownership Information:** I have owned property in Ocean Pines Since (date) \_\_\_\_\_

Ocean Pines Street Address \_\_\_\_\_

Please attach supporting documentation if OPA records do not show you as owner of record on the property.

**Contact Information:** Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing address if different from above \_\_\_\_\_

**Optional Biographical Information:** Memberships in social clubs and/or organizations: \_\_\_\_\_

Service on OPA Advisory Committees: \_\_\_\_\_

Chairmanship of any committees, and/or service on executive board of any organizations in Ocean Pines: \_\_\_\_\_

Service in other communities where you have resided \_\_\_\_\_

Education: \_\_\_\_\_

Work Experience \_\_\_\_\_

I meet the Director eligibility requirements of Section 5.02(a) of the Association By-Laws and am willing to serve as Director if elected. I understand that in accordance with Section 5.01 of the By-Laws a Director may not at the same time be an employee of the Association. To be considered by the OPA, this form must be completed and returned to the OPA General Manager's office at the administration building at 239 Ocean Parkway to the attention of the Search Committee no later than the end of Association business on May 10<sup>th</sup> of the year of the election. If Association offices are not open on May 10<sup>th</sup> or not open for a full business day, Candidate Registration forms are then due no later than the end of the next full business day of the Association offices.

Applicant Signature

Date

For Office Use Only:

Received by OPA Date: Signature, OPA Designee:	Received by Association Secretary Date: Signature, OPA Secretary:	Verification of Property Ownership of Record: Date: Signature: OPA Secretary	Verification of Payment of the Annual Charge and any assessed interest. Date: Signature, OPA Secretary:
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