

Introduction to *The Parke*



It's More Than a Community.... It's a Lifestyle

2 Arcadia Court
Ocean Pines, MD 21811
410-208-4994
Fax: 410-208-4996

Approved 2/21/18 Board of Directors Meeting

website: www.theparkeatoceanpineshoa.com



WELCOME TO THE PARKE

We're glad you're here!

The Parke at Ocean Pines is an active adult community, with "active" being the operative word. From its founding, the strength of our community has always been rooted in the voluntary participation of its residents. In The Parke, volunteers play a vital role in the quality of life, from social and recreational activities to governance and beautification. We hope you will become "active" as well.

Please take a few minutes to become familiar with the contents of this guide. Then keep it handy for reference.

Here are some things to put up high on your "to-do" list that will help you settle in and enjoy life in The Parke:

- **DO** introduce yourself to your neighbors in The Parke. You'll find we are friendly and have many shared experiences and interests.
- **DO** register your email address with the Clubhouse staff and obtain a password so you can have access to the online resident directory and other secure sections of our website.
- **DO** use The Parke website, www.theparkeatoceanpineshoa.com to view news, including current and future calendars. It includes a Member and resident directory that enables you to locate other Members and residents quickly.
- **DO** join activities that interest you. Every meeting and activity in The Parke is open to all Members and residents. Be sure to register in the Activities Notebook at the Clubhouse, if required by the activity coordinator. If there is a cost for the activity, payment by check is required within 24 hours of signing up to secure your reservation for your chosen activity. Attend every activity that interests you.
- **DO** consider volunteering to assist where and how you'd like. We have seven committees that assist our Board of Directors and management staff. We also have a Neighborhood Watch group that serves our community. Finally, our Board of Directors is comprised of five Members who make all policy decisions for our Homeowner's Association.

- **DO** keep your emergency information current at the Clubhouse and in The Parke directory. We use printed, electronic messaging, and bulletin boards as methods of communicating with Members and residents. Make sure we know how to reach you.
- **DO** clean up after your pets. Ocean Pines abides by the Worcester County law that specifically requires all dogs and cats, when outdoors and off the owner property, to be leashed and waste to be picked up.
- **DO** obtain approval from The Parke Design Review Committee *before* beginning any work on the exterior of your home or property. One explicit prohibition in our governing documents forbids any removal from or addition to restricted property. Your plat map will show any applicable restrictions. Plat maps are available from the Clubhouse or on our website.
- **DO** contact Clubhouse staff by phone, email or in person with your questions and suggestions.

The Parke Clubhouse is the hub for social activities, arts and crafts, many clubs, recreational activities, a fitness center, and an indoor pool. We produce a monthly calendar of activities that can be viewed online and in our monthly newsletter, *The Parke Bench*. When changes to the calendar or fast-breaking news happen, notices are sent to Members and residents who have an email address on file. Information also will be posted in the Mail Pavilion. Also, keep in mind that any Member or resident of The Parke may suggest and work with us to form a new club or activity around a personal interest, all Members and residents are welcome to join existing clubs and activities.

By moving to The Parke, you have made an investment. Together, we can make sure it pays you back with a great lifestyle, strong property values, and warm friendships. No matter whether you are here year-round, seasonally, or part-time, you are a full partner in The Parke and a welcomed neighbor.

The Board of Directors and Staff of
The Parke Homeowners Association

Contents

Section I	Our Location
Section II	Governance
Section III	Board Committees
Section IV	Finance
Section V	Amenities in The Parke
Section VI	Activities and Programs
Section VII	Helpful Resources

Section 1 LOCATION

The Parke is located within Section 16 of Ocean Pines, in Worcester County, just west of Ocean City Maryland. Our 503 homes encompass a total of 30 streets within the larger community of Ocean Pines which is a Home Owner's Association (HOA) rather than a municipality.

Section II GOVERNANCE

The Parke at Ocean Pines Community Association, Inc. is a separate HOA within the Ocean Pines Association (OPA). We are a not-for-profit corporation in compliance with the requirements of Corporations and Associations, Title 2, Annotated Code of Maryland, and any amendments thereto. The Parke is also subject to Real Property, Title IIB, Maryland Homeowners Association Act. Every purchaser of a residence in The Parke automatically becomes a Member of the The Parke at Ocean Pines Community Association (as well as the OPA) and is subject to the covenants, conditions, easements and restrictions, rights and obligations contained in the Governing Documents provided at settlement.

Governing Documents The law requires that every purchaser of a home in The Parke must receive a copy of our Governing Documents. The Parke Governing Documents are comprised of: (1) Articles of Incorporation, (2) Community Constitution, (3) Bylaws, (4) Initial Community Codes, and by reference (5) Design Guidelines. There are also many other rules and guidelines that have been adopted by the Board of Directors and incorporated in our Book of Resolutions that can be accessed on our website.

Board of Directors The Parke HOA is governed by a five-person, Member Board of Directors. The Directors are elected to two-year terms and serve without compensation. The terms of our Board members are arranged so that two or three members are elected in alternate years to maintain a sense of continuity. The Board elects its officers, including President, Vice-President, Secretary, and Treasurer. The powers and duties of the Board of Directors are described in the Bylaws. Briefly, the Board has the power to establish and enforce rules governing the use of community property and to exercise for the HOA all powers, duties and authority conferred by the Governing Documents. Every Member in The Parke, in good standing, is eligible to serve on the Board. This includes part-time and seasonal Members.

Communication

The Board conducts monthly business meetings, special meetings (agenda restricted to specific topics), and an annual meeting of its association Members. All meetings are open to all Members and residents unless exempted under the Maryland HOA Act. An open forum for Members or residents is held at some point during regular meetings. Less formal, town-hall style meetings are held during the year, most notably to present and discuss the upcoming budget. To effectively communicate with Members and residents, the Board also makes regular use of a website, emails, a monthly newsletter, and bulletin board postings. Any Member is entitled to view records, financial statements, budget documentation, etc. to the extent permitted by law. The phone numbers and email addresses of the Board of Directors members are posted on The Parke website. Members and residents may contact them with questions, concerns, and suggestions.

Management

The day-to-day business of The Parke is complex and time-consuming. We have found that effective planning and execution of The Parke operations require both professional management, as well as broader Member participation on the Board and various Member and resident driven committees. The Parke HOA office in the Clubhouse is the best place to go for information or help on a specific HOA-related matter and community concerns. Our general manager oversees the financial and operational aspects of The Parke HOA and its facilities. Reporting to The Parke Board of Directors, and working closely with various committees, the general manager administers the HOA budget, oversees the selection of and the work of outside contractors, supervises HOA employees, and interacts with community Members and residents to resolve any issues. The staff supports the work of the general manager, assists advisory committees and activity leaders, and coordinates day to day communications.

Section III BOARD COMMITTEES

The purpose, of each committee is stated below:

STANDING COMMITTEES

COVENANTS COMMITTEE: The purpose of the Covenants Committee is to ensure compliance with the Governing Documents and to foster harmony within the Community through reasoned and impartial adjudication of disputes within the Community as they arise including acting as a Member or resident advocate.

DESIGN REVIEW COMMITTEE: The purpose of the Design Review Committee is to advise and assist the Board of Directors in providing clear and concise guidelines for both the requesting and the approval process for any and all residential modifications/additions that are being requested by any Member to be made to their respective living unit and related property within the Association.

ADVISORY COMMITTEES

BUDGET & FINANCE ADVISORY COMMITTEE: The purpose of the Budget and Finance Advisory Committee is to advise and assist the Board of Directors in providing prudent and effective guardianship of the community's assets; an ongoing cost control/evaluation of income and expenses in order to meet the requirements of the Community Constitution and Bylaws, as well as continue to meet the needs and desires of the Members.

COMMUNICATIONS ADVISORY COMMITTEE: The purpose of the Communications Advisory Committee is to advise and assist the Board of Directors in the exchange of all written and visual information regarding The Parke's activities among community Members and residents. This information encompasses, but may not be limited to, HOA business and operations, recreational activities and events, as well as general news of interest. The media used for this exchange of information includes email, meetings, newsletter, website, bulletin boards, and any other means deemed appropriate.

OPERATIONS ADVISORY COMMITTEE: The purpose of the Operations Advisory Committee is to advise and assist the Board of Directors and provide Member and resident planning and support to The Parke contracted and on-site management in the operation, contracting, capital improvements and management services for the community.

PROGRAMS ADVISORY COMMITTEE: The purpose of the Programs Advisory Committee is to advise and assist the Board of Directors and all Members and residents of the Community in developing and conducting community recreational and social activities reflecting the 55 plus age group and interests represented in the community.

NOMINATING/ELECTION COMMITTEE: The purpose of the Nominating/Election Committee is to procure candidates for election to the Board of Directors and oversee the election process.

The Board of Directors, management, and the various committees have different but equally important roles in the governance of The Parke. This structure serves our community well. The primary reason this works is because of the willingness of Members and residents to volunteer, to participate, and to be involved.

Section IV FINANCE

The Parke HOA is on solid financial ground. The Parke Replacement Reserves are evaluated periodically and are at prescribed levels or above. The Board appoints a Treasurer as an officer of the HOA, to oversee financial records and reporting. We retain a management company to provide financial services, including assessment collection, banking, bill paying, payroll functions, and to produce monthly and end-of-year financial statements. An independent local accounting firm is hired to conduct annual audits. Information about The Parke HOA's finances is available to all Members and residents by visiting the Clubhouse. Information is also available on our website.

Section V

AMENITIES

Your monthly HOA fee for The Parke covers the day-to-day cost of providing the following amenities and services. Amenities and services may be added or discontinued at the determination of the Board of Directors.

Yard and Home Exterior Maintenance

- Landscaping (mulching, pruning, and leaf removal)
- Lawn care service (grass cutting, fertilization, and insect treatment)
- Gutter cleaning
- Snow removal from driveways and walkways

You may opt-out of some of these HOA-provided services when you would rather perform the service yourself, or the service is not required. A form to opt out of services can be obtained from The Parke Clubhouse. Opting out of a service does not reduce the homeowner's monthly HOA fees. The Parke's HOA fees are separate from Ocean Pines Association fees and assessments.

Private Clubhouse

- Fitness Center
- Heated, 55' indoor swimming pool
- Whirlpool/Spa
- Sauna
- Billiards Room
- Card Room
- Grand Hall meeting and function room
- Library with a computer center
- Warming Kitchen
- Art/Craft Studio

On-Site Staff

- General Manager
- Office Staff
- Maintenance Technician

Informative Communications

- *The Parke Bench* newsletter is published monthly.
- The Parke website, www.theparkeatoceanpineshoa.com provides timely information about HOA news, member and resident activities, and events.
- A calendar is available on the website.
- Email updates are sent to all Members and residents with email addresses registered with the Clubhouse.
- A Member/resident phone directory is printed as requested and is available on the website.

An Indoor Mail Pavilion

- Local newspapers and *The Parke Bench*
- Bulletin board with activity announcements.
- Bulletin board with Member or resident items "For Sale"
- Advisory Committees and HOA Bulletin Board for meeting agendas and notices
- The Parke's Nature Trails Brochure
- Lending List

Community Common Areas

- Central Park with gazebo and benches
- Walking and bike lanes
- Nature preserves and trails
- Twenty-seven ponds environmentally maintained and monitored by professionals
- A 4-acre stocked lake with fishing pier and canoe access. Fishing in Hidden Lake requires a freshwater fishing license, readily available in the local area.
- A community crabbing pier on Manklin Creek. A fishing license is required for Manklin Creek for those 16 years of age or older. A total of two untended crab traps are permitted by Maryland Law (signup is coordinated in Clubhouse). All Members and residents are asked to adhere to the rules posted at the entrance to the crabbing pier, located on Annapolis Court.

Section VI ACTIVITIES AND PROGRAMS

Activities are planned for the enjoyment of all Members and residents. Times, dates and availability are subject to change. For current schedules, check with the Clubhouse, our website, or the bulletin boards at the Clubhouse and Mail Pavilion. For additional information, contact the Clubhouse at 410-208-4994.

An Event Signup Notebook is located in the library in the Clubhouse. If an event requires a fee, payment **must** be made by check within 24 hours of Signing up to secure your reservation. Many events that have limited attendance also provide a waiting list. If you are unable to make a decision right away, the waiting list may be your best option.

The vast array of programs and activities for our Members and residents may include some changes from time to time. Here is a glimpse of current interests:

Arts and Crafts

- Knitting

Cards

- Canasta
- Duplicate Bridge
- Party Bridge
- Pinochle
- Poker
- Poker Texas Hold-'Em Poker
- Sinepuxent Gin

Education

- Book Club (Monthly)
- FYI (As announced)
- Story Telling (Monthly)
- Wine Appreciation (Monthly)

Fitness and Wellness

- Fitness Classes -Fee-based services of a fitness director and certified class instructors are available at the Clubhouse to encourage a healthy lifestyle. Typical classes include: *All About Abs, Better Bodies for Beginners, Body Pump, Body Basics, Body Sculpting*
- Fitness Equipment (treadmills, free weights, steppers, etc.) and Instruction
- Massage Therapy
- Line Dancing (beginners & intermediate)
- Personal Training
- Pilates
- Water Aerobics
- Yoga
- Zumba

Check the website, the calendar, or contact the fitness director at the Clubhouse for current courses and times. Our fitness director offers workshops and clinics for Members and residents based on their suggestions and interests. A few examples include Rejuvenation and Restoration Yoga, Limbering for Life, Stretch and De-Stress, Strengthen Your Golf Game, and Better Balance.

Games

- Billiards (Men & Women)
- 8-Ball League
- Mah Jongg
- Bunco

Check the website, the calendar, or contact the Clubhouse for current games and times.

Neighborhood Service

The Parke is proud of its community spirit. Many Members' or residents take time to reach out to others or donate hours within our community. Some important volunteer opportunities in The Parke include:

- Caring Neighbors - doing for others what may be difficult for them to do themselves.
- Local Charities - neighbors involved in fundraising initiatives in support of local charities.
- Sharing Library – Members/residents donate books, magazines, puzzles, for our library at the Clubhouse.
- Welcome Committee - volunteers who Meet & Greet new Members and residents.

Outdoors

- Bicycle Rides
- Bird Watching
- Golf Tournaments
- Outings - Canoe and kayak trips, baseball games, and other group activities with Members and residents of The Parke.
- Walkers

Performing Arts

- Concerts

Social

- Dinner Club
- Two garage sales annually.
- Annual Brunch-by-the Sea-Spring for all
- Thanksgiving/Fall Harvest Dinner - An annual holiday dinner for all
- Red Hats (open to women only)
- ROMEOs - Retired Old Men Eating Out (open to men only)
- Seasonal Spirit - Decorating The Parke and giving to others during the holidays (G.O.L.D)
- Annual Continental Breakfast - December
- The Parke Singles Group - Meet and socialize with other single people living at The Parke. (Thursday mornings, 9:00am).
- Teas - Periodically at the Pavilion or Clubhouse
- Men's Forum – Meet (Thursday 10:30 am) Clubhouse

News about these groups and activities is posted on the website, in the newsletter, and on The Parke bulletin boards. Feel free to contact the Clubhouse staff for details about any of these programs.

Section VI

Helpful Resources and Contact Information

The Parke

2 Arcadia Court, Ocean Pines, MD 21811
410-208-4994 (office) 410-208-4996 (fax)
Website: www.theparkeatoceanpineshoa.com

Ocean Pines Association

239 Ocean Parkway, Ocean Pines, MD 21811
410-641-7717 (office), 410-641-5581 (fax)
Website: www.oceanpines.org
Email: member@oceanpines.org
Country Club 410-641-7222
Marina 410-641-7447
Yacht Club/Restaurant 410-641-7501
CPI Department 410-641-7425
Recreation & Parks 410-641-7717, ext. 3050
Golf course - Pro Shop 410-641-6057 Tee times 410-641-8653
Mediacom/Channel 78: Ocean Pines information and local access.

Public Communications

Cable - Mediacom offers standard definition TV, high definition TV (HDTV), telephone, and broadband Internet. Due to a sole-source franchise agreement between the Ocean Pines Association and the vendor, Mediacom is the only cable provider in Ocean Pines. 877-816-6582, 800-455-5562 302-732-6600

www.mediacomauthorizedoffers.com

Land Line Telephone Service - Verizon owns the in-ground copper wire phone infrastructure in Ocean Pines. They offer dial tone for residential phone and fax and DSL for Internet.

800-837 -4966

www.verizon.com

Home Warranty (Centex /Pulte)

877-289-4201 888-686-0269
866-214-1896 703-273-3878 (fax)
E-mail-dcmetrowarrnty@centexhomes.com
E-mail-dcservice@pulte.com
E-mail- www.pulte.com

Satellite Television - Vendors provide standard definition TV, high definition TV (HDTV). When considering satellite television, please review The Parke Design Guidelines section pertaining to satellite dish installation.

DirecTV

888-777-2454

www.directv.com

Dish Network

888-232-8689

www.dishnetwork.com

888-333-6651

Electricity

Choptank Electric Cooperative

800-410-4790 (to report outages)

877-892-0001 www.choptankelectric.com

Emergency Preparedness

Documents can be requested from Worcester County's Emergency Services or downloaded from their website.

410-632-1311

www.co.worcester.md.us

Fire - Ocean Pines South Fire Department

911 emergencies

410-641-8272 (business)

www.opvfd.com

Gas (Propane and Natural)

Sandpiper Energy

800-427-0015 or dial 911 (emergency)

800-427-0015 (business) 8:00am - 5:00pm Monday-Friday

www.sandpiper-energy.com

Medical Services

Atlantic General Hospital

9733 Healthway Drive

Berlin, Maryland 21811

410-641-1100, 877-641-1100

410-641-9670 fax

www.atlanticgeneral.org

Atlantic ImmediCare at Atlantic Health Center

Open evenings and weekends.

9714 Healthway Drive

Berlin, MD

410-641-3340

West Ocean City Illness and Accident Center

12547 Ocean Gateway,

Ocean City, MD 21842

410-213-0119

Beebe Medical Center

424 Savannah Road Lewes, DE 19958

302-645-3300

www.beebemed.org

Peninsula Regional Medical Center

100 East Carroll Street

Salisbury, MD 21801

410-546-6400

www.peninsula.org

Police

Ocean Pines

911 (Emergency)

410-641-7747 (Non-emergency, business)

Recycling Drop-Off Center

Adjacent to Ocean Pines South Fire House

Available 24 Hours

Accepts newspaper, mixed paper, magazines, glass,
plastic, aluminum, bi-metal cans, and cardboard

Trash Removal (Contract required)

For all information about the contractor's rules and regulations for allowable types of household trash, recycling trash, and special pickups, contact The Ocean Pines Association via their website or by telephone or by visiting their Administration Office. The schedule for trash pickup days is also available from Ocean Pines Association.

United States Post Office

Ocean Pines Branch (21811)
11115 Lake View Lane
Berlin, MD 21811
410-208-3959

Berlin Post Office
20 Broad Street
Berlin, MD 21811
410-641-2181
410-208-4014

Worcester County Animal Control

410-632-1340
www.co.worcester.md.us

Worcester County Landfill

Annual purchase of a homeowner permit sticker required
410-632-3177
May purchase permit sticker at: Isle of Wight, Bishopville, MD 410-352-3055
www.co.worcester.md.us

Worcester County Library (Ocean Pines)

410-208-4014
www.worcesterlibrary.org

Worcester County Treasurer's Office

Annual property tax bills are mailed July 1st.
410-632-0686
May pay tax bill at: Isle of Wight, Bishopville, MD 410-352-3055
www.co.worcester.md.us

Worcester County Water and Wastewater

Billed quarterly January, April, July, October
410-632-1630 (Billing)
410-641-5251 (Service)
Water bills may be paid at Isle of Wight, Bishopville, MD 410-352-3055

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