



# Montego Bay Civic Association

## **BOARD OF DIRECTORS**

### Operational, Administrative, and Procedures **MANUAL**

August 11, 2012

**PURPOSE:** This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

#### **PROCEDURES AND POLICIES ESTABLISHED BY VOTE OR SENSE OF THE BOARD AND PUBLISHED IN THE MINUTES UPDATED 4/11/2015**

1. Handouts distributed to the Board will be made available to meeting attendees. **Good of the Association:** *(February 1, 2009)*
2. Contact Information: Personal addresses, phone number, and e-mail addresses of Board members will not be provided to Owners or published on the web for privacy reasons. The Association will provide a generic Board Member e-mail address for Owners to contact a Director. **Good of the Association:** *(February 1, 2009)*
3. Any document the Board is expected to vote on is to be provided to the Board rather than having the document read aloud. **Good of the Association:** *(April 5, 2009)*
4. Committee reports at General Membership Meetings must be inclusive of events and accomplishments since the last General Membership Meeting (and not just since the last Board meeting). **New Business:** *(July 11, 2009)*
5. Any changes or clarifications to the Restriction document must cite the section within the Restrictions that it applies to. **Good of the Association:** *(November 6, 2010)*
6. Recordings of the Board Meetings can be made by anyone. **Good of the Association:** *(November 6, 2010)*

7. Minutes are not posted until they are approved by the Board. The compromise was to post motions made and the result of the votes [soon after a Board meeting and before the next meeting when the minutes are passed by the Board]. It was also agreed by a sense of the Board that a brief synopsis could be added. **Good of the Association:** *(November 12, 2011)*
8. Checks of the Association must be signed by two Officers, but cannot be signed by an Officer who would benefit from the check or if a member of their household would benefit. **Bylaw & Declaration Committee Report:** *(March 3, 2012)*
9. Committee Procedures for Approved Funding **Good of the Association:** *(March 3, 2012, and updated April 14, 2012)*
  - a. Committees come to the Budget and Finance Committee with an unfunded project proposal and request for funding.
  - b. The Board approves the project and amount of funding. At that time the Board establishes any requirements regarding the project or spending of the approved funding.
  - c. The Committee manages the funds that have been approved. The Committee can go out for bids and select the contractor to complete a non-major project. The Board does not review the bids or select the contractor for non-major projects. The Board does review the bids and approves the contractor for major projects and also approves how the approved funds are spent for materials or services.
  - d. The Committee returns to the Board if a non-major or major project is expected to exceed the approved funded amount.
10. Approve a policy of allowing builders to use their licensed electrician to remove and reinstall lamp posts. **Old Business:** *(February 12, 2012)*
11. Definition of Emergency: The sense of the Board was that an emergency “skips the process” in order to take whatever action is necessary to address the emergency. The sense of the Board agreed that an emergency action is “stop the bleeding” and once that is accomplished, then the bidding process is applied to any follow-up repairs or action. An emergency action is not approval of a total project but is only approval to take action to remove the cause of the emergency. **Treasurer’s Report:** *(April 14, 2012)*
12. If there is at least one candidate for each vacancy then there will be no write-in candidates or nominations from the floor. **New Business:** *(September 8, 2012)*
13. Authorize the Treasurer with the Budget and Finance Committee, with oversight by the President and Vice-President, to decide on CD investment transactions. The President must approve the transaction. **Treasurer’s Report:** *(September 8, 2012)*
14. Accept the Director’s Manual as written. **New Business:** *(February 9, 2013)*
15. The Board passed community standards for fireplace and bay window bump-outs. Fireplace bump-out can be cantilevered out from the mail floor height and cannot touch the ground. A cantilevered side bump-out for a bay or bow window may not extend to the floor level of the living space. **Old Business:** *(February 9, 2013)*
16. The sense of the Board defined “numbered lots” in Montego Bay as the existing 1,523 lots [at the time a proposed resolution was drafted] so that any future expansion of lot size due to combining lots, donation of additional land to a lot, purchase of city-owned or MBCA-owned property, or a redrawing of any lot, does not decrease the number of lots or expand the existing dimensions (for architectural or construction) of a lot. Required setbacks are not based on any expansion of the existing 1,523 lots. **Bylaws and Declaration Committee Report:** *(May 11, 2013)*

17. The Board established the guidelines regarding dormers (such as no shed roof, the roof pitch, shall not break the continuous soffit/gutter line, shall have at least one egress life-safety window, the distance between dormers, the maximum width of a dormer, and how many dormers per side of the home, etc.). The Board established the guidelines regarding reverse gables (such as roof pitch, only one per side of the roof, the width of a reverse gable, etc.). The definitions and guidelines would be part of the Director's Manual. **Architecture and Permit Review Committee Report** *(September 14, 2013)*
18. The Board approved the procedure of applying a \$75 penalty fee for notifying an owner their property is in violation of the restrictions to maintain their property. If it is the first notification of an owner (of any violation) the \$75 penalty will be waived. The procedure will be published in the Director's Manual. **Architecture and Permit Review Committee Report** *(April 12, 2014)*
19. The Board established a "No Smoking" policy within the fenced areas of the pools. **Pools and Recreation**: *(April 12, 2014)*
20. The Board established that the 15-foot height of a home in Montego Bay is measured from the "crown of the road" to the "roof sill plate" on the "street side corners of the home." The Board established that the ridgeline height of a home must not exceed the height of a 7/12 pitch gable roof constructed in relationship to the shortest parallel sides of the unit. The Board established "the total linear feet of any combination of a reverse gable and dormers per side of the roof shall not exceed the width of the home or 50% of the length of the primary roof on that side of the home; whichever is shorter." **Architecture and Permit Review Committee Report**: *(September 13, 2014)*
21. The Board agreed that, depending on the purpose of a purchase, Association equipment may be kept at an individual's home as long as there was a 'transfer of custody' form signed by the person taking control of the equipment and would be responsible for its return in working condition. **Treasurer's Report** *(December 13, 2014)*
22. The Board approved guidelines for an entry porch and awnings. The guidelines will be published in the Architecture Section of the Director's Manual. **Architecture and Permit Review Committee Report** *(December 13, 2014)*