



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.

ARCHITECTURAL REVIEW & PERMIT PROCESSING COMMITTEE PROCEDURES

*(Revised, Presented to the Board, and Implemented on September 14, 2013;
unless otherwise noted)*

Community Bump-Out Standard

January 2, 2013

Owner

Property: Xxxxxx

Property Owner: Xxxxxx

Dear <*the full privacy edited text is available on the website. The bold-italic text is highlighted for emphasis*>:

On December 21, 2012, a Montego Bay Civic Association Executive Committee meeting was conducted by the President of the MBCA, Barbara Reniak.

The Executive Committee rejected your building plans because it included a 2-foot cantilevered side bump-out that was 12.5 feet long, which included a 5-foot wide fireplace. The agreement reached by all parties was that the plans would be modified showing a side bump-out for the fireplace only and resubmitted to the Town of Ocean City for permit approval, then the Association would approve the request to build.

A factor in the reaching the decision is that the community standard governs the approval process. ***The community standard for a cantilevered side bump-out is a bump-out for a fireplace. There may also be a cantilevered side bump-out for a bay or bow window, but the area under such a window bump-out will not be approved to extend down to the floor level of living space.*** Other than the described bump-out exceptions, ***the community standard is that the vertical plane of the foundation of the home is to remain unbroken.*** While there may be a few exceptions in the community, they are not sufficient to establish a new community standard and if those properties are ever modified or replaced they must meet the community standard. The image to the right shows the community standard bump-out for a side fireplace.



Sincerely,

Barbara H. Reniak
President