



# 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)*

**MONTEGO BAY CONSTRUCTION REQUIREMENTS FOR OWNERS AND/OR THEIR CONSTRUCTION REPRESENTATIVE**

**ALL ANSWERS MUST BE "YES" AND ACKNOWLEDGMENTS INITIALED TO PROCEED  
This form must be filed with the other information provided to the MBCA for approval.**

Has the lot survey, drawings of the external look of the construction project, and a copy of the Town of Ocean City building permit been submitted to the MBCA. (No construction can begin until after the MBCA approves the project.)

Is the Lot Owner's current contact telephone number and address up-to-date on the Town of Ocean City building permit? (Handwritten entries are acceptable.)

During off-season the MBCA has reduced office hours, contact the MBCA representative via e-mail and notify them that a set of plans and permit for approval has been put into the MBCA mailbox. The 10-work-day decision period begins when the MBCA is in possession of the package.

The lot owner and/or their building representative understand that

(a) no materials or equipment can be staged or stored at the property until the Town of Ocean City has issued a building permit and the MBCA has approved the project. At least two MBCA signatures are required.

(b) no construction or company signs can be placed on a lot until after MBCA has approved the project. An Association representative will remove (without notice) such abandoned property and place it unsecured outside of the MBCA office between the swimming pool fencing and the storage shed.

(c) remove construction or company signs once the project is completed or once daily living activities are observed. An Association representative will remove (without notice) such abandoned property and place it unsecured outside of the MBCA office between the swimming pool fencing and the storage shed.

Permit Accepted: Permit Accepted decisions will be issued within 10 working days of receipt.

Permit Rejected: The lot owner and/or their representative will be notified by telephone, e-mail, or mailing address stating the issue to be resolved. An Owner may provide additional information to help resolve the issue. If the issue is not resolved, the Board will vote on the rejection letter that will be issued. Under these circumstances, the Permit Review process will take longer than the 10-working-day period.

A factor in the Committee review and approval is if the construction project fits on the standard lot within the community, without consideration of what abuts the lot. The standard lot in the community is an interior lot with owners on either side and to the rear with the front facing the street. In some cases the City may approve or waive their setback code requirements but the MBCA will not.

Fireplace side bump-outs: A cantilevered bump-out for a fireplace is limited to the length and width of the fireplace. Additional width will not be approved.

Bay window side bump-outs: A cantilevered bump-out for a bay window is limited to the length and width of the window. No bay window bump-out will be approved to extend down to the floor level. A window seat configuration is permissible but the bump-out will stop at the seat level; meaning, there will be no storage cabinet area under the window.

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Projects less than \$5,000 must be approved by the Association unless the project is routine maintenance of a project previously requiring a Town of Ocean City building permit. A copy of the original permit must be provided upon request of an Association approving official listed on the front of this card.



MBCA Office Use Only  
 Date Rec'd: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Date Picked-Up: \_\_\_\_\_

**CONSTRUCTION REQUEST**  
 Montego Bay Civic Association, Inc.

Project Type: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

**Project Cost over \$5,000 requires City Permit and must accompany this request.**

*By signing this construction request I agree to abide by the guideline requirements on the back of this card and otherwise published by the MBCA.*

Submitted and Signed by: \_\_\_\_\_

**APPROVED**

Authorized Signatures  
 (Minimum of two of the following: President, Vice President, Architectural & Permit Review Committee Chairman, or Co-Chairman)

\_\_\_\_\_  
 Name Date  
 \_\_\_\_\_  
 Name Date

This approval must be displayed on the site at all times.