



# 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)*

Signs:

*Proposed and passed by the Board (February 9, 2013)*

- No signs for at-home-businesses are allowed on any lot unless specifically defined and approved in writing by the Board.

*Proposed and passed by the Board (June 9, 2012)*

- Once a lot has a signed listing agreement with an agent, a single "For Sale" or "For Rent" sign may be placed on each street side of the property. A single second "For Sale" or "For Rent" sign may be placed on the waterside of the property.
- Size of signs are not to exceed 2' x 3' and flags should not exceed 3' x 5'.
- Properties "For Sale/Lease By Owner" shall adhere to the same guidelines for licensed agents.
- "For Sale" and/or "Sold" signs shall be removed on the day of settlement. "For Rent" signs shall be removed on the day of signing a lease.
- "Construction" signs may be placed on a lot once building equipment is on site or the foundation is under construction. The sign must be removed once a Certificate of Occupancy has been issued for new construction or the final inspection has been conducted for exterior or interior remodeling projects. If the sign is not removed in a timely manner, the sign may be removed by the Association without notice to the builder and stored outside near the Association office where the builder can retrieve them.

### Roof Pitch and Sheds:

*Proposed and passed by the Board (June 9, 2012):* Roof pitch of homes in Montego Bay shall comply with Town of Ocean City codes. (Ord. No. 1993-1, § 105-11.2, 1-19-1993; Ord. No. 2005-26, 9-6-2005; Ord. No. 2010-26, 9-20-2010)

- Mobile home developments including detached single-family manufactured buildings (mobile home); detached single-family industrialized buildings (modular home); and detached single-family custom built buildings (stick built), [are] subject to the same height, area, bulk and other requirements set forth for mobile homes.
- The area above the maximum building height under a sloped roof not exceeding a 7/12 roof pitch may be used for habitation subject to dormers not exceeding the ridge line of the main building and in compliance with all applicable life safety regulations.

However:

- Roofs shall be consistent with the aesthetic of the community and the primary roof ridge shall not be higher than the height of the peak of a gable end of the home (as if there was a gable end when a different roof design is used) *The height of the peak of the roof ridge is approximately 8 feet above the sill plate of the roof.*
- The ridge line 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 Town of Ocean City has proposed a change to the Code that defines the ridge line [of a sloped roof not exceeding a 7/12 roof pitch] as "determined by the narrow width of the main building.") *(Proposed and agreed by the Board September 13, 2014)*

Sheds: The following accessory uses shall be permitted in the MH mobile home residential district subject to the provisions of article V, division 2: (2) On subdivided mobile home lots, an accessory storage structure within required side yard setbacks not to exceed 100 square feet provided a minimum five-foot setback is maintained from lot lines. *(Sec. 110-425: Permitted accessory uses.)*

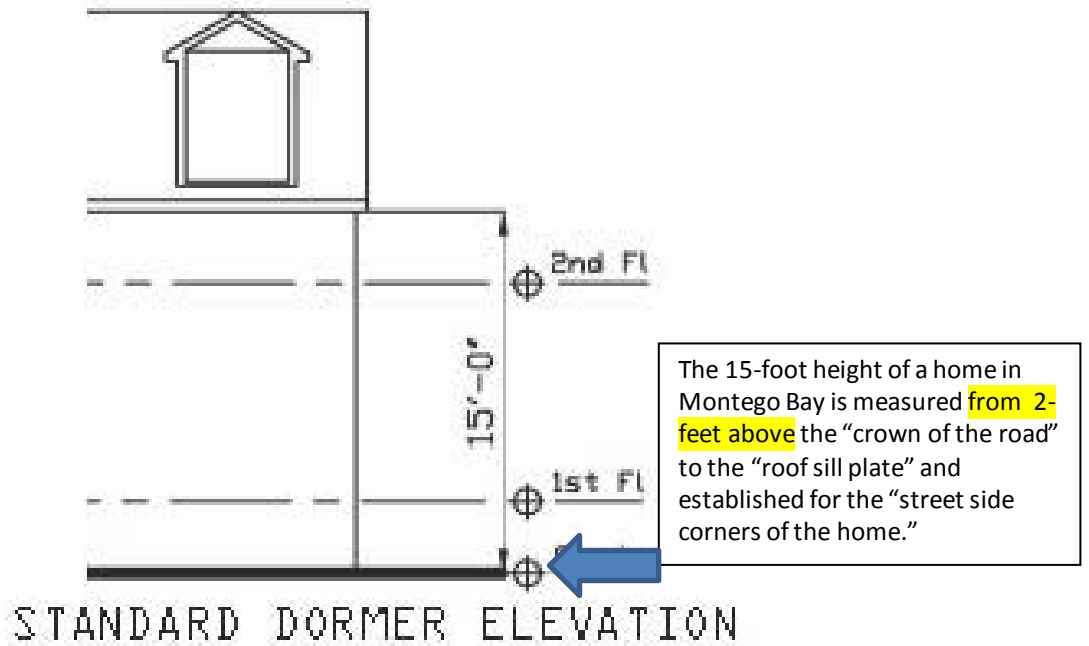
### Fences

*Approved by the Board and provided to all owners by mail and published on the web:*

- Living fences, no higher than 30 inches, may extend past the front of the home.
- Non-living screens, trellises, and fence-like structures used for landscaping, privacy, safety, or sound reduction must not enclose any space or area and must be maintained in accordance with community standards for homes.
- No chain-link, or similar, material may be used.
- Fencing or railings installed parallel to the water for life-safety needs on waterfront lots are permissible. Such life-safety fences may enclose the space, within reason, to keep an individual from accessing neighboring unfenced bulkheads.
- Driveway 'no parking' swag chains are permissible as long as they are unobtrusive and are no higher than 30" above the edge of the driveway. Single-strand swag chain barriers may outline the perimeter of a lot and the owner assumes all associated liability.

| Architecture Feature                                  | Montego Bay Civic Association, Inc.<br>Community Standard  |
|---|--|
| <p><b>Dormer</b><br/><br/>(updated 8/6/2015)</p>      | <ul style="list-style-type: none"> <li>• Shall not have a shed roof.</li> <li>• Shall have non-shed roofs no less than a 4/12 pitch and no more than 7/12 pitch.</li> <li>• The roof shall not be higher than the peak of the primary roof.</li> <li>• Shall not break the continuous soffit/gutter line of the roof.</li> <li>• Shall have vertical sides.</li> <li>• Shall have at least one window. <del>The size of at least one window (per dormer) shall meet egress and ingress life safety standards.</del></li> <li>• The distance between dormers shall not be less than the width of the smallest dormer proposed per side of the roof. Shall not have any bump-out (such as a bay window) that breaks the vertical plane of the dormer.</li> <li>• The maximum width shall not be wider than half the width of the home or 50% of the length of the primary roof on that side of the home; whichever is shorter.</li> <li>• 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.<br/><i>(Proposed and agreed by the Board September 13, 2014)</i></li> </ul> |
| <p><b>Reverse Gable</b></p>                           | <ul style="list-style-type: none"> <li>• Shall have a gable style roof no less than a 4/12 pitch and no more than 7/12 pitch.</li> <li>• The roof shall not be higher than the peak of the primary roof.</li> <li>• Shall be flush with the sidewall and interrupts the soffit/gutter line of the roof.</li> <li>• Shall not have vertical sides.</li> <li>• There shall not be more than one reverse gable per side of the roof.</li> <li>• Shall not have any bump-out that breaks the vertical plane of the sidewall. The maximum width shall not be wider than the width of the home or 50% of the length of the primary roof on that side of the home; whichever is shorter.</li> <li>• 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.<br/><i>(Proposed and agreed by the Board September 13, 2014)</i></li> </ul>  |
| <p><b>Building Height</b><br/>(updated 6/29/2015)</p> | <ul style="list-style-type: none"> <li>• The 15-foot height of a home in Montego Bay is measured from 2-feet above the “crown of the road (of the street abutting the property)” to the “roof sill plate” and established for the “street side corners of the home.”</li> </ul>  |

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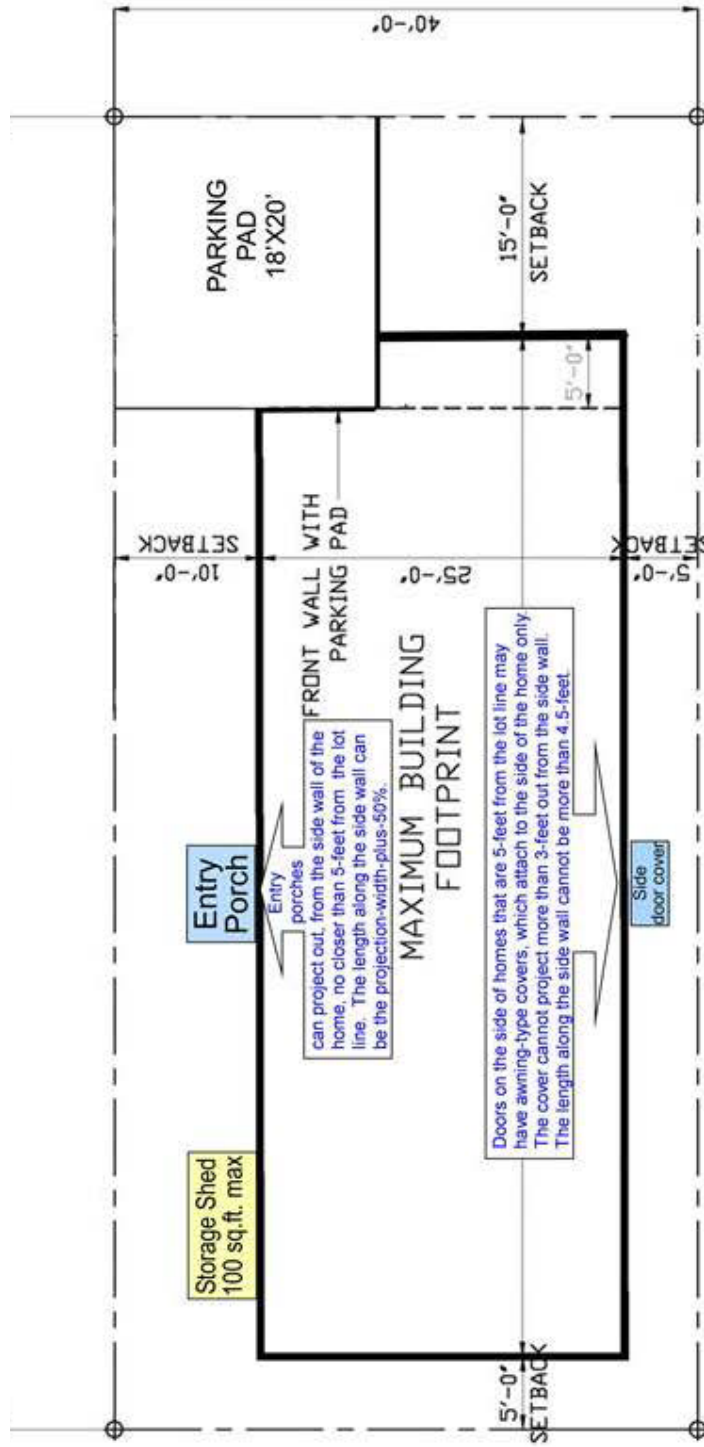


- Soffit/gutter uninterrupted
  - Gable style roof
  - 4/12 roof pitch (up to 7/12)
- At least one window (does not need to be egress size)
- Peak of dormer roof does not exceed the height of the primary roof.



# ENTRY PORCH AND AWNING STANDARD

Approved by the Board of Directors on December 13, 2014.



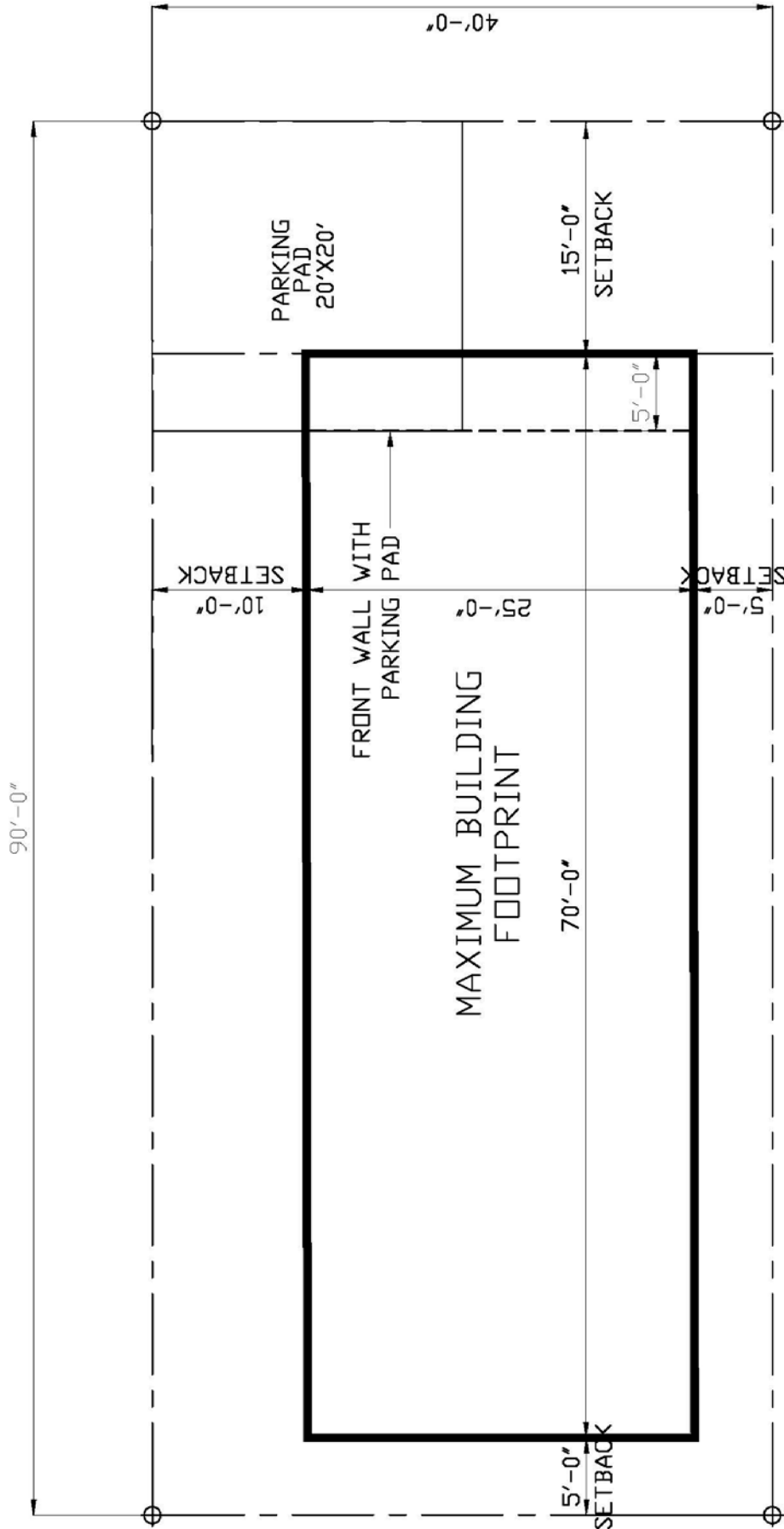
*The side of a home that is the furthest from a lot line can have an entry covered porch. The porch cannot project out any closer than 5-feet to a lot line. The porch length along the side wall of the home can be the projection-width-plus-50%. Such a porch roof can be supported by support posts to a deck or to the ground. An entry porch cannot be fully enclosed. The entry roof style should be in keeping with the style of the home.*

*The side of a home that is 5-feet from a lot line can have an entry cover. The cover can only be attached to the side of the home and does not come into contact with a stair stoop or the ground. Such covers are typically referred to as an "awning" type cover. The cover cannot project more than 3-feet from the side wall of the home and cannot be longer than 4.5-feet. Such an awning-type covering can be used over any other entry door as if that side of the home was 5-feet from a lot line. Awning-type coverings over windows should be the width of the window using the typical attaching methods and cannot project more than 3-feet from the side of the home.*



# TYPICAL SITE PLAN FOR A STANDARD LOT

The foundation footprint of the house is determined by the size of the lot after Mobile Home Residential District setbacks are applied.



PLOT PLAN