



# 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 'Build to the Lot' Standard

April 3, 2013

Owner

Property: Xxxxxx

Property Owner: Xxxxx

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

Your request to build an elevated deck at Xxxxxxx extending 4.05 feet into the 5-foot setback required by the Town of Ocean City is rejected.

A factor in the Association reaching decisions is that each lot must abide by the setbacks required by the Town of Ocean City. ***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. This means that Association decisions are based on what would be allowed (by the Association and the Town of Ocean City) to be built on a standard lot in the community.*** The Montego Bay community standard can be stricter than the City and, as such, the Association is abiding by the setback code requirements and is not bound by any variance the City may grant.

Establishing a precedent of allowing owners of the many properties that abut open property to build out to the abutting lot line or walkway would not be in keeping with the aesthetics of the community. Because there are ground level patios and landscaping materials that extend to a lot line already existing in the community, which have been issued a permit by the Ocean City Zoning Department and allowed by the Montego Bay Civic Association, the Board has no objection to a similar alternative to an elevated deck.

Sincerely,

Barbara H. Reniak  
President