



# 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.

#### **DUTIES OF THE DIRECTORS**

The powers and duties of the Board of Directors shall include, but are not limited to, the following:

1. Provide for the care, upkeep, and monitoring of Montego Bay and its facilities and common areas in a manner consistent with law and good management practices.
2. Institute, by approval of two-thirds of the votes of the Directors, suits on behalf of the Association. Approval is not necessary for suits instituted for the collection of the Annual Assessment or other such fees due the Association.
3. Ensure adequate insurance is procured and maintained to protect the Association, its employees, its personal and real properties, the Board of Directors, and officers. Premiums for such coverage shall be paid by the Association.
4. Enforce such rules and regulations and such restrictions or requirements as outlined and established in the Bylaws and Declaration of Restrictions.
5. Grant such licenses, and/or rights of way across Association property for sewer lines, water lines, electrical cables, telephone cables, storm drains, underground conduits and/or such other purposes related to the provision of public utilities to Montego Bay as may be considered necessary and appropriate.
6. Adopt and publish rules and regulations governing the use of those parts of the Association property that are or will be owned by or are otherwise under control of the Association.
7. Establish committees.
8. The Board may not sell, mortgage, encumber, or donate any of the Association's real or personal property or assets if the cost of such property or asset exceeds 10% of the annual collections of the Association, unless approved by the majority of respondents of the General Membership.

9. The Board may sell, mortgage, encumber, or donate any of the Association's real or personal property or assets if the cost of such property or asset is less than 10% of the annual collections of the Association, with the approval by the majority of Directors.
10. Propose capital expenditures for the acquisition of new facilities, land, or other real or personal property or asset. Such proposals, if approved by the majority of Directors, will then be placed on a referendum ballot for approval by greater than 50% of the General Membership.
11. Borrow money, but in the event that any transaction would increase the total of all outstanding debt of the Association to an amount exceeding 15% of the current income derived from annual charges, it shall require approval by greater than 50% of the votes received from the General Membership eligible to vote.
12. Approve a proposed operational and a proposed reserve budget for the ensuing year at least ninety (90) days prior to the beginning of the fiscal year and determine the amount of the annual charge to be levied against each member of the Association. Following the review and comment period for Owners, make final adjustments and approve the final budgets.
13. Consider a petition submitted under the authority granted by the Bylaws at a meeting of the Board within 60 days of the petition being filed.
14. Establish additional duties of the Board of Directors by majority of all filled seats on the Board and with the vote of the President.

