



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.

MEMBERSHIP

Voting by Members:

1. If a residential lot is owned by one person, that person shall cast the vote.
2. If a residential lot is owned by more than one person, any one of the owners shall cast the vote.
3. If a residential lot is owned by a legal entity, any officer of the legal entity shall cast the vote.
4. Owner's will be listed as not eligible to vote if they have failed to pay the annual dues or any outstanding fees, including any assessed interest or penalties legally levied by the Association. An Owner may also be suspended during any period the Owner is in continuing violation of the Declarations of Restrictions.

Privileges of Membership: Members in good standing, members of their households, and guests may use the recreational amenities and common areas. Using the amenities requires evidence of an electronic membership card. The card will open the gates to the pools and tennis courts.

1. The membership cards are issued once, upon change of ownership by deed and/or real property records of the State of Maryland. There is only one card issued per property.
2. Membership cards are electronically renewed each year upon payment of the annual dues amount and any outstanding fees that have been invoiced against the property.
3. Membership cards are deactivated when the owner is no longer in good standing.
4. To receive a membership card, the lot owner must come to the office and sign for the card. In the event a lot owner cannot come to the office, they may designate a representative in writing to pick up and sign for their card (their signature does not have to be notarized).
5. A lost membership card, for any reason, will result in a non-refundable replacement fee as set by the Board of Directors. The original card will be deactivated and the new card will be activated.