



## Board of Directors Meeting Minutes April 11, 2015

(approved by Executive Committee May 3, 2015)

President Barbara Reniak at 9:00 A.M, called the meeting of the Board of Directors of the Montego Bay Civic Association to order. The President led the Pledge of Allegiance.

**Roll Call:** The President and 9 voting members were present.

President Barbara Reniak – Present					
P = Present		Voting Members		A = Absent	
Linda Herzberg <sup>1</sup> , VP	A	Monica Cofiell, Treas	P	Tony Kendrick, Sec	P
Betty Bellarin	P	George Carter <sup>1</sup>	A	Eileen Furnari	P
Dennis Julian	P	Jim Price	P	Barbara Rayner	P
Kim Schulz	P	Tom Seibold <sup>1</sup>	P	John Shifflett	P

### **Good of the Association:**

- Neighborhood Watch Captain, Roger Bellarin, described a community assist process under consideration and was asking for Board approval. It was clarified that because the Neighborhood Watch is a committee independent of the Board, that any procedures the Neighborhood Watch wants to implement does not need Board approval. The Board could assist the Neighborhood Watch to publicize procedures the Neighborhood Watch Committee wishes to implement. Mr. Bellarin also reported that the Neighborhood Watch needs more volunteers and would appreciate the Board making that known.
- A question was asked whether Montego Bay had any control or guidance over the external color of homes. The response was that there are no guidelines other than they must be consistent with the “general aesthetics of the community.” There was no agreement that the colors mentioned were or were not consistent with the standards of the community.
- No other owners wished to speak. The President then began the business portion of the meeting.

### **Business Meeting – Director and Officer and Committee Member participation only**

### **President’s Report:**

- This year the Oyster Pool is being re-plastered. The current plaster has deteriorated and exposed the underlying aggregate in some areas. The Office Pool was done in April 2013. The cost of plastering will be funded by the Reserve Fund, as planned, and should last many years before it is needed to be re-done.
- The refurbishment of the shuffleboard court at the Oyster Pool will get done this year. It is on track to be done this year and it will be done in the same U.S.Open colors as the Office Tennis Court. The Board agreed to maintain the shuffleboard at the Oyster Pool and leave the one alone at the Office until there is interest shown that anyone wants to use that one.

### **Secretary’s Report:**

- The Executive Committee carried out approving the minutes of the December 13, 2014, Board minutes on January 11, 2015. The minutes were shared with the Board on January 15, 2015, and they were posted on the web. No further comments were received.

Motion: Tony Kendrick Seconded: Linda Herzberg	<b>Approve the minutes of the June 14, 2014, Board Meeting.</b>	<b>Passed</b>
Executive Committee Voted in Favor: 5	Monica Cofiell, Linda Herzberg, Tony Kendrick, Barbara Reniak, Tom Seibold	
Abstained: 0		
Voted Against: 0		

DISCUSSION: None.

- The Board acknowledges and concurs with the Teller Committee Procedures as provided to the Board in advance.
  - A change to allow the counting of ballots within 24-hours of the General Membership Meeting (or a meeting when ballots are to be first counted, as announced), was agreed to by the Board. [Full changes attached.]
    - A general discussion regarding counting of ballots followed. And that 762 (“more than 50% of owners eligible to vote) was needed (either ‘yes’ or ‘no’) for a ballot question to pass. However, if the “50/50” question passed, then the result of that question would take effect immediately and the outcome of the other ballot questions (and future ballots) will be decided by greater than 50% of ballots received (once at least 762 ballots are received).
    - The postcard referendum ballot is being accounted for by the unique number for each owner; therefore, replacement ballots can be issued if a ballot is lost or misplaced and the owner hasn’t already voted. For the purpose of the ballots, only the Secretary will access the database that would link the unique number to a specific owner.
  - The active referendum ballot (for counting ballots and architectural issues) will remain “open” (to continue to receive and count ballots) for one year. The first ballot count will take place on April 18<sup>th</sup> and the preliminary results announced. There was further clarification that each question or the current 6-question referendum ballot will need to get a minimum of 758 votes (either ‘yes’ or ‘no’) to pass. However, if the 50/50 question passes, then the remaining questions will follow that rule when the cut-off date for accepting ballots is reached.
  - A change to add definitions of what is an acceptable ballot was agreed to by the Board. [Full changes attached.]

**Treasurer’s Report:**

Motion: Monica Cofiell Seconded: John Shifflett	<b>Approve the May-November 2014 monthly budget report as presented.</b>	<b>Passed</b>
Voted in Favor: 10	Betty Bellarin, Monica Cofiell, Eileen Furnari, Dennis Julian, Tony Kendrick, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 0		
Voted Against: 0		

**DISCUSSION:**

- The accounts that have exceeded the approved amount are paid for from the unobligated account, and it was recommended that the monthly budget report should show the actual (reduced) balance of the unobligated account. That recommendation was agreed by sense of the Board.
- The Board agreed that the next audit would be performed by the PKS Company and would cover the period only from when the last University of Salisbury audit was conducted.
- There are approximately 200 owners who have not paid their 2015-2016 annual dues. The date the Bank of Ocean City posts a payment will determine if the owner paid before the 10% late penalty date. If the payment has not been posted by May 1<sup>st</sup>, a \$19.00 late fee will be added to the account and the member will not be in good standing and their membership card will be deactivated. If they have not paid by June 1<sup>st</sup>, their account will be turned over to the Association Attorney for collection and legal fees will be collected from the owner in addition to the annual dues amount and late penalties. All of these procedures were explained in the January 2015 letter to owners with the annual dues coupon and payment deadline notices have been posted on the digital sign, in newsletters, and e-mails.
- The President called for the vote. Passed.

Motion: Monica Cofiell Seconded: John Shifflett	<b>Approve the pro-rated Officer salaries for 2015-2016.</b>	<b>Passed</b>
Voted in Favor: 8	Betty Bellarin, Eileen Furnari, Dennis Julian, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 2	Monica Cofiell, Tony Kendrick <i>[Directors holding officer positions do not vote on officer salaries.]</i>	
Voted Against: 0		

DISCUSSION:

- None.
- The President called for the vote. Passed.

Motion: Monica Cofiell Seconded: John Shifflett	<b>Approve the 2015-2016 Operational Budget.</b>	<b>Passed</b>
Voted in Favor: 10	Betty Bellarin, Monica Cofiell, Eileen Furnari, Dennis Julian, Tony Kendrick, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 0		
Voted Against: 0		

DISCUSSION:

- None.
- The President called for the vote. Passed.

Motion: Monica Cofiell Seconded: Dennis Julian	<b>Approve the 2015-2016 Reserve Budget and proposed distribution.</b>	<b>Passed</b>
Voted in Favor: 10	Betty Bellarin, Monica Cofiell, Eileen Furnari, Dennis Julian, Tony Kendrick, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 0		
Voted Against: 0		

DISCUSSION:

- The Reserve Budget was described in the December meeting minutes [which were read aloud: *“The proposed expenditures from the Reserve account during 2015-2016 are for three new pond fountains, resurfacing the Oyster pool, and new pumps for the Office pool. The total of these expenditures will be \$63,000 and the amount is covered, as planned, by the Reserve account.”*]
- Kathy Trumpler, Chairman of the Budget and Finance Committee, announced that there will be a joint meeting of her committee and the Advisory and Strategic Planning Committee to update the replacement costs of the amenities and buildings to establish an updated threshold amount needed for the overall Reserve Account.
- Tony Kendrick mentioned that since President Reniak’s terms began in 2011, the Association has transferred more than half-a-million-dollars into the Reserve Fund, and has withdrawn approximately \$130,000 for planned capital improvements without increasing dues or assessing the owners.
- The President called for the vote. Passed.

**Old Business:**

- Mr. Kendrick continued the discussion of Association-owner equipment being used outside of the office.

Motion: Tony Kendrick Seconded: John Shifflett	<b>The definition of “Association owned equipment” includes software programs purchased by the Association and that they can be used off-site through a “transfer of custody” agreement.</b>	<b>Passed</b>
Voted in Favor: 10	Betty Bellarin, Monica Cofiell, Eileen Furnari, Dennis Julian, Tony Kendrick, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 0		
Voted Against: 0		

DISCUSSION:

- At the December 13, 2015, Board Meeting, the Board agreed that, depending on the purpose of a purchase, that there could be a “transfer of custody” document and the equipment could be used off-site. If the equipment is not returned then the person who checked it out will be charged replacement costs. The Board agreed.
- Mr. Kendrick proposed that the definition of “Association owned equipment” include software programs.

## Committee Reports:

**Advisory and Strategic Planning**, Bill Trumpler, Chairman: Announced there was to be a joint meeting of his committee and the Budget and Finance Committee. The date has not been determined.

**Architecture and Permit Review**, Tony Kendrick, Chairman:

- The Board agreed that the Maryland rule applies to trees in Montego Bay. Which means, as long as pruning encroaching roots and overhanging branches does not kill the tree, a lot owner can prune (at their expense) the roots and branches up to the joint property line without the permission of the tree owner. Any damage that may result if the encroaching roots or overhanging branches are not trimmed back is also at the expense of the lot owner (not the owner of the tree).
- The Board also agreed that the Association will not remove or replace any healthy tree located on Association-owned property and, therefore, will not seek a permit from the Town of Ocean City to remove or replace a tree. If the lot owner receives a Town of Ocean City permit, at the owner's (not the Association's) expense, to remove and/or replace a tree on Association property, the Association will honor that decision and a Town-issued permit. If the Town permit requires planting a replacement tree, the Association does retain its right to approve the type of tree and the location of any replacement tree if it is to be on Association-owned property.

**Budget and Finance:** Kathy Trumpler, Chairman, reported that in the month of May there will be a joint meeting with the Advisory and Strategic Planning Committee. The specific date will be determined later.

**Bylaws and Declaration:** Tony Kendrick, Chairman, reported on two items:

- The List of Effective Motions was provided to the Board five days before the meeting. Mr. Kendrick made a motion to rescind a 2010 motion related to the reading of proposed bylaw changes two times before taking a vote of the Board.

Motion: Tony Kendrick Seconded: John Shifflett	<b>Rescind the motion of November 6, 2010, requiring two readings to change or clarify the Restriction document, permitting process, or to a policy or process of how the Association and the Board works.</b>	<b>Passed</b>
Voted in Favor: 10	Betty Bellarin, Monica Cofiell, Eileen Furnari, Dennis Julian, Tony Kendrick, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 0		
Voted Against: 0		

DISCUSSION:

- Only the vote of the owners can change the Restriction document.
- The President called for the vote. Passed.

**Communications:** Tony Kendrick, Chairman, reported:

- The next newsletter will be released in July and will contain the candidates on the ballot for the next term.
- Recently e-mails from the Association have not been reaching all of the 800+ owners with e-mail. The problem is being researched and it appears that there may be a limit imposed on the number of e-mails in a group list. The next Association-wide e-mail will be sent out in groups of less than 500 addresses.

**Parks and Pond:** Steve Genua, Chairman, absent.

[Dennis Julian departed the meeting.]

**Pools and Recreation:** Eileen Furnari, Chairman:

- Anyone interested in helping to form and participate in a bocce ball court interest group should contact [Eileen.Furnari@montegobaycivicassoc.com](mailto:Eileen.Furnari@montegobaycivicassoc.com).
  - The Board will need to approve the location of a bocce ball court if an owner's committee takes on a "self-help" construction of a court to determine if there is community interest enough to use the court.

- If the Association has to pay for a bocce ball court, then the permission of the owner's will need to approve adding an amenity to the common property that will have to be maintained using Association funds.
- If a court is added, players will bring their own equipment because the Association will not provide the equipment.
- Past interest in having a bocce ball court was never followed up by community members.
- The Committee is considering purchasing realistic palm trees as part of the landscaping in the putt-putt course. They will be bolted to the foundation and can withstand up to 65mph winds.
- More cement tables will be purchased for the pool, eventually replacing all of the plastic tables.

**Nominating:** Alin Springer, Chairman, absent: [1:16:19]

- Standing report: Declare by June 5, 2015, to run for the 2015-2017 term year. Six director vacancies, including the Director position of President and the Director position of Secretary, are available.
  - Qualifications:
    - To run for President, a candidate must live in Montego Bay full-time (based on activities of daily living and their Montego Bay residence must be listed as their primary residence on the State of Maryland property tax records) and have completed one full term as a member of the Board (before the Bylaws of 2012, Officers were not members of the Board and, therefore, if someone served only as an officer prior to 2012, they are not eligible to run for the position of President).
    - To run for Secretary, the candidate must live full-time in Montego Bay.
- The Board inquired what would happen should no one declare to run for President or Secretary. Mr. Kendrick reported the options:
  - If no one declares to run for President or Secretary, the current President and Secretary could run for a third term.
  - If no one declares to run for President or Secretary, (or if there are at least less than four candidates for the four Board member director vacancies) then it would be a write in ballot.
    - Write-in candidates must be present at the August General Membership Meeting and nominated from the floor. Ballots mailed in with the name written of a floor-nominated candidate will be counted only if the write-in candidate is nominated from the floor and is present to accept the nomination. Those in attendance at the meeting may also vote for candidates nominated from the floor if they did not write-in a nominated candidates name on a previously submitted ballot.
    - If more than one person is nominated from the floor for each Director vacancy (President, Secretary, Director(s)), then the majority of votes received for each of the nominees will determine who is elected to the Board. If there is only one candidate nominated from the floor for each vacancy (meaning, no competition) then one vote for the qualified nominee is all that will be required.
    - If no one is nominated from the floor and the positions of President, Secretary, and Director(s) remain vacant, then:
      - Members of the 2015-2016 Board will select a President from among their members, even if to serve as an "Acting President."
      - The President will then ask for a Director to assume the position of the Secretary. If no Director volunteers, then the President may select someone from the community-at-large and, if approved by the Board, that person will become Secretary.
      - The President will also fill any Director vacancies by the same method – selection from the community-at-large with approval by the Board.

**Teller:** George Sellers, Chairman, absent. Committee member, Tony Kendrick, reported that 917 referendum ballots have been returned as of the meeting. Mr. Kendrick reminded the Board that replacement ballots are available for anyone who has misplaced their ballot.

**New Business:**

- The bathroom in the meeting room needs the floor fixed because of loose tiles and it is now a safety hazard. The bathroom commode also needs a general upgrade. The Board authorized up to \$2,000 of funds to refurbish the bathroom.
- There is a section of fencing at the Office Pool that has been propped up. The fencing vendor has been contacted who will evaluate the problem and recommend a repair.

**Closing Comments:**

- The General Membership Meeting is April 18, 2015, at Northside Park. The meeting will begin at 10:00am.
- The next Board meeting is June 13, 2015, at 9:00am at the MBCA Office.

**Adjournment:**

Motion: Tony Kendrick Seconded: Tom Seibold	<b>Adjourn</b>	<b>Passed</b>
Voted in Favor: 9	Betty Bellarin, Monica Cofiell, Eileen Furnari, Tony Kendrick, Jim Price, Barbara Rayner, Kim Schulz, Tom Seibold, John Shifflett	
Abstained: 0		
Voted Against: 0		

DISCUSSION: The President called for the vote. Passed.

The meeting adjourned at 10:29 a.m.

Submitted By:  
Tony Kendrick, MBCA Secretary

## **HANDOUTS FOR 4/11/2015 MEETING**

### **SPECIAL COMMITTEE**

#### **TELLER COMMITTEE PROCEDURES (UPDATED APRIL 11, 2015)**

The Teller Committee shall have the responsibility for the counting of election and referendum ballots.

1. At least four Board of Directors Meetings before a General Membership Meeting the President shall appoint a Chairman. The Chairman, and members of the Teller Committee, cannot be a candidate for Director or sponsor-by-petition of a referendum (being voted upon) or have a household association with any sponsor-by-petition of the referendum (being voted upon) or candidate for Director.
2. The Teller Chairman will be tasked with ensuring the collecting and keeping custody of all returned ballots.
3. Ballots may begin to be counted by the Committee within 24-hours of the General Membership meeting, but no later than commencement of the meeting at 10:00 a.m. While under the control of the Teller Committee Chairman, ballots may be counted at a location other than the meeting location until the commencement of the meeting. Ballot issues decided based on the number of responses received will be counted and results announced before the adjournment of the meeting. Ballot issues required to be passed by a majority of owners will continue to be counted, at a location designated by the teller chairman, after the General Membership Meeting until such a majority is reached.
4. The counted ballots shall be kept under the care and custody of the Teller Committee Chairman for a period of 30 days (in case of a protest or demand for recount) after which they are no longer valid for an action by the Board and shall be destroyed.
5. A ballot that is issued without any identifying unique tracking method (meaning, there is no way to determine a link between the ballot and a unique property), no replacement ballot will be issued for any reason.
6. If a ballot is mailed to all members in good standing along with a return stamped and addressed official envelope, an acceptable ballot is valid only if it is returned in the official envelope. Such a distribution method accounts for one-property-one-ballot being issued, but no replacement ballot will be issued for any reason because the link between a returned ballot/envelope and a unique property cannot be established.
  - a. Only one ballot per official envelope is allowed – if the envelope contains more than one ballot, none of the ballots in that envelope will be counted.
  - b. The content of the official envelope is counted as long as the Teller Committee can confidently discern the vote that was cast. A photocopy of a ballot, a handwritten ballot, or any other format conveying the intent of the vote is acceptable – as long as it is received in the official envelope.
7. A postcard ballot is valid, if:
  - a. It is a returned ballot that was printed and includes the membership card number.
  - b. It is cut from the newsletter, printed from the website, written out via e-mail or mail or fax, or any facsimile thereof as long as the alternate ballot has the owner's membership card number; or,
  - c. If a ballot as described in "b" does not have a membership card number but has the owners name, it is valid only after the office clerk contacts the member and validates they have submitted the alternate replacement ballot. The ballot will be held until the Secretary (elected) ascertains, by the owner's name, the membership card number and records it on the ballot. Then the replacement ballot is registered and put in the ballot box. (If the owner cannot be contacted, the ballot will be considered invalid.)
8. Voting Results:
  - a. Only one ballot can be cast per property. Only owner(s)-of-record who are also in good standing will be issued a ballot. If a property changes ownership after the ballot issue date, the new owner shall be issued a ballot only if the previous owner has not already cast the vote for that property.
  - b. Before the August General Membership Meeting can be adjourned, the Teller Committee shall count the election ballots and the Teller Chairman shall announce the names of all Candidates (published on the ballot or nominated from the floor and present) and their number of votes to the General Membership. The results shall be included in the minutes of the meeting, and posted on the website and bulletin board(s). The election results are effective immediately upon being announced.
  - c. The Teller Committee shall count the referendum ballots and the Teller Chairman shall announce the results of the ballots before a General Membership Meeting adjourns, unless the ballot counts are not completed before the scheduled adjournment time and shall be announced as soon thereafter as possible. The results of the referendum vote are effective immediately upon being announced.





# 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.

#### **PROCEDURES AND POLICIES ESTABLISHED BY VOTE OR SENSE OF THE BOARD AND PUBLISHED IN THE MINUTES UPDATED 3/3/2015**

1. Handouts distributed to the Board will be made available to meeting attendees. **Good of the Association:** *(February 1, 2009)*
2. Contact Information: Personal addresses, phone number, and e-mail addresses of Board members will not be provided to Owners or published on the web for privacy reasons. The Association will provide a generic Board Member e-mail address for Owners to contact a Director. **Good of the Association:** *(February 1, 2009)*
3. Any document the Board is expected to vote on is to be provided to the Board rather than having the reading the document aloud. **Good of the Association:** *(April 5, 2009)*
4. Committee reports at General Membership Meetings must be inclusive of events and accomplishments since the last General Membership Meeting (and not just since the last Board meeting). **New Business:** *(July 11, 2009)*
- ~~5. Any changes or clarifications to the Restriction document, permitting process, or to a policy or process of how the Association and the Board works receive two readings. **Good of the Association:** *(November 6, 2010)*~~
6. Any changes or clarifications to the Restriction document must cite the section within the Restrictions that it applies to. **Good of the Association:** *(November 6, 2010)*
7. Recordings of the Board Meetings can be made by anyone. **Good of the Association:** *(November 6, 2010)*



8. Minutes are not posted until they are approved by the Board. The compromise was to post motions made and the result of the votes [soon after a Board meeting and before the next meeting when the minutes are passed by the Board]. It was also agreed by a sense of the Board that a brief synopsis could be added. **Good of the Association: (November 12, 2011)**
9. Checks of the Association must be signed by two Officers, but cannot be signed by an Officer who would benefit from the check or if a member of their household would benefit. **Bylaw & Declaration Committee Report: (March 3, 2012)**
10. Committee Procedures for Approved Funding **Good of the Association: (March 3, 2012, and updated April 14, 2012)**
  - a. Committees come to the Budget and Finance Committee with an unfunded project proposal and request for funding.
  - b. The Board approves the project and amount of funding. At that time the Board establishes any requirements regarding the project or spending of the approved funding.
  - c. The Committee manages the funds that have been approved. The Committee can go out for bids and select the contractor to complete a non-major project. The Board does not review the bids or select the contractor for non-major projects. The Board does review the bids and approves the contractor for major projects and also approves how the approved funds are spent for materials or services.
  - d. The Committee returns to the Board if a non-major or major project is expected to exceed the approved funded amount.
11. Approve a policy of allowing builders to use their licensed electrician to remove and reinstall lamp posts. **Old Business: (February 12, 2012)**
12. Definition of Emergency: The sense of the Board was that an emergency “skips the process” in order to take whatever action is necessary to address the emergency. The sense of the Board agreed that an emergency action is “stop the bleeding” and once that is accomplished, then the bidding process is applied to any follow-up repairs or action. An emergency action is not approval of a total project but is only approval to take action to remove the cause of the emergency. **Treasurer’s Report: (April 14, 2012)**
13. If there is at least one candidate for each vacancy then there will be no write-in candidates or nominations from the floor. **New Business: (September 8, 2012)**
14. Authorize the Treasurer with the Budget and Finance Committee, with oversight by the President and Vice-President, to decide on CD investment transactions. The President must approve the transaction. **Treasurer’s Report: (September 8, 2012)**
15. Accept the Director’s Manual as written. **New Business: (February 9, 2013)**
16. The Board passed community standards for fireplace and bay window bump-outs. Fireplace bump-out can be cantilevered out from the mail floor height and cannot touch the ground. A cantilevered side bump-out for a bay or bow window may not extend to the floor level of the living space. **Old Business: (February 9, 2013)**
17. The sense of the Board defined “numbered lots” in Montego Bay as the existing 1,523 lots [at the time a proposed resolution was drafted] so that any future expansion of lot size due to combining lots, donation of additional land to a lot, purchase of city-owned or MBCA-owned property, or a redrawing of any lot, does not decrease the number of lots or expand the existing dimensions (for architectural or construction) of a lot. Required setbacks are not based on any expansion of the existing 1,523 lots. **Bylaws and Declaration Committee Report: (May 11, 2013)**
18. The Board established the guidelines regarding dormers (such as no shed roof, the roof pitch, shall not break the continuous soffit/gutter line, shall have at least one egress life-safety window, the distance between dormers, the maximum width of a dormer, and how many dormers per side of the home, etc.). The Board established the guidelines regarding reverse gables (such as roof pitch, only one per side of the roof, the width of a reverse gable, etc.). The definitions and guidelines would be part of the Director’s Manual. **Architecture and Permit Review Committee Report: (September 14, 2013)**

19. The Board approved the procedure of applying a \$75 penalty fee for notifying an owner their property is in violation of the restrictions to maintain their property. If it is the first notification of an owner (of any violation) the \$75 penalty will be waived. The procedure will be published in the Director's Manual. **Architecture and Permit Review Committee Report** *(April 12, 2014)*
20. The Board established a "No Smoking" policy within the fenced areas of the pools. **Pools and Recreation:** *(April 12, 2014)*
21. The Board established that the 15-foot height of a home in Montego Bay is measured from the "crown of the road" to the "roof sill plate" on the "street side corners of the home." The Board established that the ridgeline 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 Board established "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." **Architecture and Permit Review Committee Report:** *(September 13, 2014)*
22. The Board agreed that, depending on the purpose of a purchase, Association equipment may be kept at an individual's home as long as there was a 'transfer of custody' form signed by the person taking control of the equipment and would be responsible for its return in working condition. **Treasurer's Report** *(December 13, 2014)*
23. The Board approved guidelines for an entry porch and awnings. The guidelines will be published in the Architecture Section of the Director's Manual. **Architecture and Permit Review Committee Report** *(December 13, 2014)*