



MONTEGO BAY CIVIC ASSOCIATION PROPERTY OWNER'S HANDBOOK

2023

www.montegobaycivicassoc.com

**Welcome to Montego Bay
a Residential Community**

MISSION

*To promote the common good
and General welfare of the community
of Montego Bay.*

VISION

*We are committed to promoting a vibrant
community in which all residents and
guests enjoy a quality of life second to none.*

**Get involved in your Community
Attend the Monthly Board Meetings**



MONTEGO BAY CIVIC ASSOCIATION (MBCA)

101 W. 130th Street • Ocean City, Maryland 21842 • 410-250-3080 • Fax 410-250-7104
Web Site: www.montegobaycivicassoc.com • Email: montegobayoc@comcast.net

2023

Executive Committee

President – Eric Waterman
Vice President – Sandy Kvech
Treasurer – Pam Panizari
Secretary – Vernon Betkey

Board Members

Kathy Baker
Betty Bellarin
Valentina Black
Bill Corun
Michael Davis
Dana Deighton
Greg Kappler
Laura Niewenhous
BK Swartwood

Community History

May 1, 1969 the Montego Bay Development Corp (James Caine, President) executed a Declaration of Restrictions for Montego Bay Mobile Home Park for property deeded from Caine Keys Inc. On August 14 1969, Articles of Incorporation for the Montego Bay Civic Association were issued. The Development Corp. assigned all rights of the MBCA on August 1, 1970. Some of the original property owners are still in the neighborhood, which consists of 1523 lots and over 9 miles of road.

Committees and Board of Directors



Get involved in your community. Many Committees are active and seek volunteers to participate. Meetings are posted on Town Square, Constant Contact and www.montegobaycivicasoc.com. Several Directors and 2 officer positions are elected each year in August. If you would like to be a candidate, please contact the office for more information on rules and time frame.

MBCA Committees

Executive Committee
Advisory & Strategic Planning
Architectural & Permit Review
Aesthetic
Budget & Finance
Communications
Events
Governing Documents
Lighting
Nominating
Pools & Recreation
Parks & Ponds
Technology
Teller

Communication

There are several communication vehicles utilized within MBCA. Owners can sign up and utilize information via Montego Bay official website, Facebook, Town Square, Constant Contact, and the MBCA bulletin. The bulletin is emailed to all residents with email on file or pick up a printed copy at the office. One-Call is utilized for those that do not access email. **Meeting minutes, financials and call-in numbers are not made available on the MBCA official public website or via the bulletin as this is proprietary information for Association members only**

www.Montego Bay Civic Association

Constant Contact is On-Line

Constant Contact **is up and running**. This is an effort to help ensure that MB residents are being notified regarding events, meetings, and announcements with the goal that all members utilizing the internet will sign up to receive information via Town Square.

While MB works towards that goal, Constant Contact, will once again be utilized in conjunction with other communication avenues such as Town Square, One-Call and the Monthly Bulletin.

*Please note that if you do not want to receive **CONSTANT CONTACT** emails, please notify the MBCA office by calling: 410-250-3080.*

TOWN SQUARE

Please utilize the MB Town Square which is intended to be the tool that enables Montego Bay residents to communicate issues to the HOA office. **As well as interact with each other and keep informed of community announcements and events.**

If you have not returned your contact information form to **Legum & Norman** our financial management company for Montego Bay, please do so as soon as possible. This is essential to set up your personal finance account in Legum and Norman. If you did not receive the information, please call Legum & Norman directly at [410-524-5577](tel:410-524-5577).

Monthly Bulletin

MBCA Monthly Bulletin is available online or at the office. Please stop by or call for a copy. 410-250-3080

MBCA Website

www.montegobaycivicasoc.com

Available for public to view, proprietary information not included, please utilize Town Square.

MBCA Official Facebook

The MBCA Communications Committee is pleased to announce that the “Official Group for Montego Bay Civic Association” FACEBOOK PAGE will be administered by Mary Jo Breslin. Please join the group on FACEBOOK if you are not already a member and let’s all work towards keeping it both informative and welcoming.

Speeding



The posted speed limit is 25 mph though out the park. There are plenty of children and bicyclists on our streets, so please obey the posted speed. A new camera speed sign has been installed to monitor the posted speed limit in the community. The information is monitored by the Ocean City Police Department.

Utilities

Some building lots are equipped with natural gas lines, or underground propane tanks, otherwise properly installed oil tanks are permitted.

If you have an oil tank on your property, play it safe and have it inspected. Rusty tanks will eventually leak and if it does, EPA fine and clean ups are extensive.

Water may be turned on and off by the homeowner at a small shut off valve located near your lamp. DO NOT lift the large meter with the round black usage meter; breaking it could cause you to be fined \$75. It is advisable to turn your water off if you are away for extended periods, especially during the winter.

Property Numbers



Property numbers are to be placed on your lamplight. Free replacements can be obtained at the MBCA office. Please keep your numbers visible and in good condition so that emergency personnel can find your property. This is required by code of Worcester County.

Light, Lights, and Posts



All properties have a lamp light at the foot of the driveway that are supplied by and mechanically maintained by the MBCA. The costs for the electricity for the lamps are paid by the Town of Ocean City. Notify the MBCA office should you need a new bulb or maintenance. However, It is your responsibility to keep the post in good physical condition, including painting it black and cleaning the glass. If lamplights are damaged during new construction, a replacement fee will be assessed. Due to the necessity of repairing and replacing lamp lights, **it is advisable not to plant shrubbery or place permanent fixtures around your lamp light.** The MBCA is not responsible for damages if digging around your lamplight is necessary.

Safety First



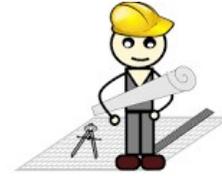
Cross only at cross walks on Coastal Hwy. PLEASE Hold Children's hands!! Please observe the pedestrians and bicyclist in cross walks in Montego Bay.

Neighbors Helping Neighbors



- * Respect your fellow property owners.
- * Don't litter.
- * Don't walk across other homeowners' lawns.
- * Have the telephone number of a year-round neighbor handy. Give them your phone number in case of emergency.
- * After trash pick-up, return absent neighbor's trashcan.
- * Let neighbors know when you are away.
- * Winds can be ferocious at any time of the year. Don't place objects that are easily damaged or moved by the winds in your yard or on your house. (Trash)
- * Remove items that may trap water in summer to avoid mosquito infestation.
- * Trashcans can be moved by the wind, Off-season, please secure empty trashcans.

Construction and Renovations



Any external construction repairs to your home or property **including the parking pads** must be sent to the Architectural Committee for approval. To request a copy of the Architectural Manual, contact the MBCA office 410-250-3030 or visit the website www.montegobaycivicsoc.com or on Town Sq documents.

Any new or rehabilitative construction (including whole house painting and roofing) requires a permit from the Town of Ocean City and from the MBCA. Demolition and water capping also require permits. Ocean City regulations may differ from MBCA regulations. Be sure you have both permits in hand before you start! There are differing noise restrictions for summer and winter construction start times.

Bulkheads, Docks, Canals, and Boating



It's your responsibility to maintain docks and bulkheads on your property should one exist. There are evolving restrictions concerning placements of docks. Always check the current state, city and MBCA regulations.

Please keep our waters clean. Debris thrown into the water is a hazard to our ecology, bulkheads, boaters, and swimmers and you could be fined! US Coast Guard regulations require boaters not to exceed 6 mph while in the canals. There are USCG regulations regarding age and training if you are piloting a boat. Also, our bay waters can

be very shallow and dangerous. Check with the USCG for marine information 410-289-7559.

Noise



Please be respectful of your neighbors. It is unlawful for any person to make, cause, or continue any loud, unnecessary, unnatural or unusual noise, or any noise which annoys, disturbs, injures or endangers the comfort, repose, health, peace and safety of others at any time, day or night. Ocean City strongly enforces its ordinance that no disruptive noises be made between 12 midnight and 7 a.m. in such a manner as to be heard at a distance of 50 feet from the building or structure which it is located.

Maryland Motor Vehicle Law and Ocean City Town Ordinance state that no loud noise from a vehicle may be heard at a distance of 50 feet from the vehicle at any time. The Association has no enforcement authority - call the police Communications Center at 410-723-6600 to report violations of the Ocean City Noise Regulations or Maryland Law. If you believe criminal activity is in progress call 911 directly.

Lawn Care



MBCA Restrictions state that lawns must be maintained. If you are unable to maintain your property, a list of lawn care companies can be obtained from the MBCA office. PLEASE NOTE that if you receive a letter from MBCA stating that your grass needs to be cut/trimmed and you do not comply, the MBCA will issue violation notices in accordance with its rules/regulations. Help to keep the water runoff flowing by disposing of your yard debris in the trash. Sweeping grass and leaves into the street is prohibited. Do not allow

the street drain near your home to become clogged with debris.

Bicycle Ordinance



Bicyclists must obey the same traffic laws as motorists and can receive citations for failure to obey these rules of the road. Do not ride against the flow of traffic in the bike lane. Obey traffic lights and stop signs. After dark, a white headlight and rear red reflector are required on all bicycles being used in Ocean City.

Complaints/Feedback



To be taken seriously, anyone leaving a complaint message at the MBCA office, must leave his or her name, phone number, or email with the office manager.

Senior Bus Passes



Senior citizen bus passes for residents and property owners, 60 years of age and over are available. The cost of the pass is \$7.00, and it is valid for two years. All applications for bus passes and renewals require proof of property ownership or residency, such as an Ocean City tax bill or driver's license with an Ocean City address. Seniors obtaining a pass for the first time must show proof of age in addition to proof of residency. A senior bus pass allows free rides on the buses and Para transit van (if eligible). For

more information, call the City Hall receptionist at 410-289-8221.

Ocean City **Transportation** offers Origin-to-Origin service to disabled residents and visitors. This service is available during the same operating days and hours as our fixed-route Coastal Highway bus service. Fare is \$3.00 Ride-All-Day. **(All trip reservations must be made by 10:00 p.m. the day prior. Eligible patrons may call the Dispatch Office at 410-723-1606 to make a reservation for the Para-transit van 365 days a year.)**

Skateboarding



Skateboarding and bicycles are not allowed on Montego Bay boardwalk located on South Ocean Drive.

Skateboarding is permitted on the Ocean City Boardwalk from Saturday Memorial Day, weekend until Labor Day 2:00 a.m. to 11:00 a.m. Skateboarding is not permitted on public streets, alleys, sidewalks, and public lots from April 1st to October 1st. There is a skateboard park at 3rd Street and St. Louis Avenue.

We Need Your Phone Number Too!



When damage is reported to your property during a harsh winter or a storm, the office will contact you, if we have your phone number. Please make sure our office records are up to date. **Contact Form attached.**

Selling Your Property



You are responsible for notifying the MBCA office if your property is sold, transferred or any change in ownership occurs. This keeps our files up to date for park assessments and other mailings. You must obtain a resale package from Legum and Norman Office prior to selling your property. Please contact Legum & Norman 410-524-5577.

Rental Properties



Ocean City requires rental properties to have barcodes with contact information so Landlords can be called by the police when noise violations are in progress by their renters. Renters violating noise regulations in a property without a barcode will also allow the Police and the Town of Ocean City rental authority to issue a citation for not having a rental license.

Parking



Remember to park in the proper direction on any street. All vehicles parked in the wrong direction may be ticketed by police. Do not park at a red curb, on the sidewalk, or blocking a neighbor's driveway. Try to be courteous to your neighbors if your family or visitors have more than two cars.

The MBCA does not have the authority to remove any vehicle from private property or city streets. All vehicles in Maryland must have current tags.

RV Parking: Recreational vehicles placed in any location within Ocean City shall either be on the site for fewer than 180 consecutive days and be fully licensed and ready for highway use or meet the permit requirements of section 38-53 and the elevation and anchoring requirements for manufactured homes in subsection (c) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices and has no permanently attached additions.

Report violations to the Ocean City Police Department at 410-723-6610. RVs and other oversized vehicles may park on private property in Montego Bay throughout the year.

“Violation of parking a trailer or oversized vehicle without a permit on any municipal parking lot, any public street or alley or any public way within the corporate limits of Ocean City from May 1 through October 31 of each year: \$250.00”. Chapter 90, Article VI, Sec90-136

Parking Boat Trailers in Montego Bay:

- Boats (operable and registered) on an operable, currently registered, and tagged trailer can remain on a lot throughout the year.
- All trailers and boats must be operational and have current registration and license in view.
- Such transport devices (including jet skis) must not extend beyond the building side of the pad into the setback area or onto the grass area next to the home.
- Boat trailers may not extend over the driveway end of the parking pad into the sidewalk, creating an obstacle for a clear walking space on sidewalk.

- If the boat or trailer extends into space of a neighbor’s lot -- even if wheelbase is on the owner’s parking pad, written permission from the neighboring homeowner must be obtained.
- Except for bona fide emergencies, no repairs or extraordinary maintenance (or restoration) on the owner's property shall be performed.

MBCA Trash Pick-Up



Winter schedule (October to May) collection day is Monday only. Summer schedule (May to October) collections are Monday and Thursday. Containers are to be at curbside no later than 6:00 a.m. Place solid waste into the containers. No loose bags of waste are to be placed along the outside of the container.

It is recommended that trash cans should have your house numbers painted on them to prevent mix ups during times of construction near your home.

Trash cans should be secure during off-season. Winds can move empty trash cans around. **Call Ocean City for trash can (Waste Wheeler) replacement or repairs. The cost is Waste Wheeler \$74, Waste Wheeler Lids \$30, Waste Wheeler Wheels \$13. For more information, please call 410-524-0318 or email thenderson@oceancitymd.gov. Name of person making inquiry * Are you a property owner or renter?**

Montego Bay Amenities



Please take advantage of all the Amenities Montego Bay has to offer. We have 2 pools, 2 Tennis Courts, 2 Pickleball Courts, Shuffleboard, Parks, a Pond, a public Boardwalk with fishing pier bump outs, a Mini-Golf Course and more.

Dog Ordinance



Bringing your four-legged friend? It's important to note that animals are only allowed on the beach and Ocean City boardwalk between October 1 and April 30. Any handler or owner of a dog must remove any waste deposited on public or private property not owned by the handler or owner in possession of said dog. Also, dogs must be kept on a leash when being walked in and around Ocean City.

During peak-season and year-round, a Dog Playground is available at 94th Street and bayside so

Your pet can let loose and enjoy their time in Ocean City. For more information, contact OC Recreation & Parks at 410-250-0125 or view the following:

webpage [//oceancitymd.gov/oc/departments/recreation-parks/dog-playground/](http://oceancitymd.gov/oc/departments/recreation-parks/dog-playground/).

NOTE: This Handbook does not represent the entirety of the Bylaws and Restrictions of the MBCA. All property owners are required to comply with the Bylaws and Restrictions of the MBCA. Copies of these compete documents can be obtained at the MBCA office and on Town Sq.

NEW OWNER

(Please complete and return to the office ASAP)

DATE: _____ LOT #: _____ SECTION: _____

OWNER'S NAME:

Last: _____

First: _____ Spouse: _____

Montego Bay Address: _____
Ocean City, MD 21842

Mailing Address: _____

E-mail address: _____

Primary Telephone: _____ Cell phone: _____

Alternate phone: _____ Cell phone: _____

Additional info: _____

Your home address, email & phone numbers are important to have up to date should we need to reach you for official business. Incorrect information may result in a "not in good standing" status. By providing your email address, you will receive online information pertaining to our community. All contact information is kept confidential.

X _____
Owner's signature

Membership card number: _____

I understand that I will receive the first card at no charge and that a replacement card, for whatever reason, will cost \$125 and the original card will be deactivated.

X _____
Owner's signature

Frequently Asked Questions (FAQ'S)

To help MB homeowners find answers more efficiently, a list of the most frequently asked questions (FAQ'S) has been compiled. This list will grow as the need occurs.

Where do I find information concerning issues in Montego Bay?

MBCA Website at www.montegobaycivicassoc.com

Constant Contact memos. This the primary source of email communication to the homeowners. Homeowners who do not provide a current email will not receive regular notices other than ballots, budget and assessment coupons and general membership meeting notices, via USPS. So, it is strongly recommended all homeowners have a current email on file at the office. Please contact the office to be added to the system and/or verify your correct email address is on file, if still not receiving emails/Constant Contact check your spam or junk mail folders.

Semi-annual General Membership Meetings are held the 3rd Saturday of April and August, as stipulated in the Articles of Declaration.

When is trash pickup?

Summer season is Mondays and Thursdays May to October; Winter season is Mondays only. Actual Date varies from year-to year.

All trash must be in a can as the city will not pick up anything next to the trash cans and all cans require a lid, per the code of Ocean City. If you need a new can it can be purchased from the Town of Ocean City: <https://oceancitymd.gov/oc/waste-wheeler-purchase/> The city will deliver the new can to your address, but someone must be there to accept it as they will only deliver to the curb. The City is out of trashcans they can be purchased at Home Depot but will not have serial number as is issued by the City. The serial number assists the City to track a container and get it returned to rightful owner.

When is bulk pick up?

The Town of Ocean City sponsors one annual Spring Bulk Pick Up throughout the whole town. This is a free service on the designated weekend (Saturday and Sunday). Notice is usually sent out or posted on the Ocean City website and various Facebook sites.

Owners needing bulk pick up at other times during the year should contact the city to schedule a date and time. <https://oceancitymd.gov/oc/ocean-city-bulk-pickup/>

If you live within the Town limits of Ocean City, Maryland and would like to request a bulk pickup, please call 410-524-0318 or email thenderson@oceancitymd.gov. Please note that someone will respond back to you within 2 days with a date and time once your pickup has been scheduled.

The service operates Monday through Friday from May through September. Actual date varies from year – to year. The cost is **\$40 for the first item, \$75 for up to three items and \$10 for each additional item**. For more information, please call 410-524-0318 or email thenderson@oceancitymd.gov.

What do I do when my lamppost light is out, or I notice a whole string of lights out on my street?

Contact the MB office either by email montegobayoc@comcast.net or call the office and leave your information (410) 250-3080. Free light bulbs are available at the MBCA office.... someone will check to see if the problem is more than just a burnt-out bulb.

What items are a city issue rather than a Montego Bay issue?

Outside MB Authority: rentals, traffic and speed issues, police presence, handicap beach path, anything to do with the beach, cell towers, parking, size of homes, Montego Bay boardwalk, dog/animal issues, wildlife issues, noise, bay and waterways, building codes, grass height of neighbor's property, and tree and bush issues.

What is the Neighborhood Watch?

MB Neighborhood Watch is part of the National Neighborhood Watch Institute. It is not a committee of MBCA and does not answer to the Board or the community, but as citizens of the community we recognize that what we do is as much for the community and our behavior needs to reflect that. NW is the eyes and ears of the community to observe and report; it is not an auxiliary-police and has no law enforcement authority and does not enforce any rules or regulations of the association. Teams rotate through the community on patrol at various times during the day and week, providing a sense of security by being visible.

NW helps to reduce chance of crimes against homeowner's properties. Get to know your neighbors and the routine so things that look out of place can be reported. "See Something.... Say Something." If you would like to join Neighborhood Watch please contact the office and your information will be forwarded to the Chair of Neighborhood Watch..... they are always looking for more folks to patrol the community at various times during the day and week.

How can I get an answer to a community question?

Ask on the Official MBCA page or email montegobayoc@comcast.net or call the office at (410) 250-3080 and a response should be expected within 48 business hours. Some questions may pertain to the individual only and would receive a separate response.

How can get an answer to a legal question or ask for community documents?

Request for legal information or copies of documents, must be submitted in writing to the Secretary of the Montego Bay Civic Association, in accordance with the Bylaws. Documents may be viewed at the MBCA office by arranging an appointment via the office.

Can I obtain neighbor information from the office if I see a problem on their property?

MB does not give out personal information about our homeowners. If you contact the office, and provide the information, the homeowner will be notified that you are trying to reach them. If it's a repair issue, please provide all the necessary information to be forwarded to the neighbor. If you would like to have personal contact, the person you are asking to reach will be provided your contact information so they can call you back.

I can't find my membership access card (commonly referred to most as pool pass)?

If you are a new homeowner, the seller should have passed the card on to you at settlement. If they did not have the card, they are responsible to pay for the replacement, which is \$125. If you lose your card,

you must contact the office to obtain a replacement card, also \$125. For those who rent their homes, it is the owner's responsibility to make sure the card is made available to their renters so they can use the pools, tennis courts and putt-putt, as all of these amenities are card accessed. Our amenities are for MB homeowners and their guests and not open to the public. There is one membership card per household.

When are the pools open?

Check annually for exact dates. In general, the pools are open from Memorial Day thru Labor Day.

Are there Renter Rules?

Renters must abide by the city permit required rules of Montego Bay as homeowners. There is a Renter Information Sheet posted on the Website and owners who do rent their properties, may print that form, and post it in their rental property.....please emphasize the trash collections days and rules.

[Forms – Town of Ocean City, Maryland \(oceancitymd.gov\)](http://oceancitymd.gov)

There seems to be several Facebook pages that deal with issues in the MB community. Which one is the official MB Facebook site?

Two of these sites are Official Groups for Montego Bay Civic Association...

Official Group for Montego Bay Civic Association this is administered by a MB homeowner

OC Montego Bay on the Pond and Beyond.... this is administered by a MB homeowner

MB would like our homeowners to share fun moments or positive actions which have occurred in the MB Community by a group or individual that should be recognized. Please send this information and/or photos to the Official MB Facebook page to be posted.

This FAQ list will grow.....but we need to hear from you the MB homeowner. The FAQ's will be posted on the MB WEBSITE and placed in the Re-Sale package for new homeowners.

IMPORTANT PHONE NUMBERS & Helpful Ocean City Phone Numbers

EMERGENCY

Police, Fire and Rescue 9-1-1	Beach Patrol 410-250-0125	Atlantic General Hospital 410-250-0125
Down Power Lines, Outages 800-898-8042	Emergency Management HOTLINE: 410-723-6666	Coast Guard 410-289-7559

NON-EMERGENCY

Beach Patrol 410-289-7556	Police Department (65th Street) 410-723-6610	MD Natural Resources Police 410-548-7070
US Coast Guard Station 410-548-7070	Fire Department Headquarters (15th Street) 410-289-4346	Maryland State Police 410-641-3101
Lost & Found (Police Department) 410-723-6611		

HELPFUL OCEAN CITY NUMBERS

AAA Emergency Road Service 800-222-4357	Hotel/Motel/Restaurant Assoc. 410-289-6751	Post Office 71st Street 410-524-7611
Alcohol Anonymous 410-600-5219	Humane Society 410-213-0146	Public Works Maintenance 410-524-0391
Animal Control 410-723-6649	Library 100th Street 410-524-1818	Recreation & Parks, 125th St. 410-250-0125
City Hall 410-289-8221/866-770-8221	Municipal Airport 410-213-2471	Senior Citizens Activity 410-289-0824
Convention Center (40th Street) 410-289-2800	OC Transportation 410-723-1606	Ticketmaster 800-551-SEAT
Convention Center Box Office 410-289-8314	Planning & Zoning 410-289-8944	Town of Ocean City 410-289-8221
District Court 65th Street 410-723-6935	Post Office 4th Street 410-289-2940	Water Leak 410524-8388

