



Mystic Harbour Homeowners Association, Inc. *NEWS BEACON* February 2023

BOARD OF DIRECTORS

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The next board meeting will be held on the second floor of the pool building on Saturday, February 18th at 10am. Homeowners should feel free to attend.

The board is still in search of volunteers/members for the following committees: pool, events and community grounds maintenance. If you would like to contribute your knowledge and expertise to improving your community, please send reach out to the board via UPSP mail, email or phone.

EVENTS COMMITTEE

- Pot Luck Bingo – Fridays, February 10th and February 24th at 5 pm. Please remember to bring a dish to share! Mark your calendars for March – Pot Luck Bingo will take place March 17th and March 31st at 5pm.
- Don't forget MH Ladies Night will be held on February 1st at 5pm. Please remember to bring your beverage of choice and an appetizer or dessert to share. As well, we will post the upcoming date of MH Ladies night on the message board by the front mailboxes.

President's Update

I want to bring some clarity on a few points:

1. All dues payments should be mailed to the Bank of Ocean City at P.O. Box 4100, Ocean City, MD 21843 (address on payment coupons). Alternatively, you may take your dues payment into the bank personally, they will provide you a receipt of payment. If you need to contact the board, you may do so by email at MHHOA21811@gmail.com or via USPS mail using the address P.O. Box 555, Berlin, MD 21811.
2. Please know that 8 Dockside Drive is not a Mystic Harbour Homeowners Association Office and is a personal residence.
3. Rental agreements are required on all rentals and rental permits must be obtained by the county before you lease your home. Failure to properly obtain your rental permit from the county may result in additional

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fees owed to the county. All leases must be thirty (30) days or longer and must be in writing. No daily or weekly rentals are permitted.

4. The playground continues to be damaged by homeowners who treat it as a dog park. Please know we will make repairs as needed when damage occurs and bill it back to the homeowner responsible. Failure to reimburse the board for the expense will result in additional legal fees to collect same.
5. Homeowners are responsible for the maintenance and upkeep of their own home and lot. If any complaints please direct them to the board via USPS mail, email or phone.
6. If you receive this newsletter but are not receiving calls from our call multiplier service, please let the board know so we may update your records.
7. If you know of a neighbor who is not receiving this newsletter, please encourage them to contact the board via USPS mail, email or phone so their contact information may be updated.

THANK YOU!

- ✓ A big shout out to Grant Kelly for fixing the broken mailbox doors.

Boat Yard Committee

Attached to this newsletter is the new boatyard storage application required for 2023. This application **MUST** be submitted and approved for any boat, trailer, and recreational vehicle being stored in the yard. Every boatyard user will need to submit one form for each item placed in boatyard storage. Property Owner(s) will need to submit the application on behalf of their renter. Once your application has been approved, MHHOA will tag your approved vehicle. Any items in the storage yard without an approved application, will be towed at the owner's expense. NO CARS OR TRUCKS WILL BE PERMITTED TO BE STORED AND WILL BE IMMEDIATELY TOWED.

Architectural Committee

*Remember you **MUST** submit an Architectural Request form when you desire to perform any work on your lot or the exterior of your home. The new Architectural Review Request form is also attached to this newsletter.* Applications submitted that do not provide ALL the necessary and complete detail will be declined. In general, homeowners should be familiar with, compliant with, and avoid any violations of the HOA "Declaration of Covenants, Conditions and Restrictions", including but not limited to Article VII (Architectural Control) and Article VIII (Rules and Regulations). Please include all required documentation so the Architectural Committee can consider your request and respond quickly. Please be aware that failure to obtain the necessary approvals from the board may result in additional action; up to and including legal action if required. In addition to an Architectural Request, your work may also require various county approvals. Failure to obtain the necessary written approval from the county may require the installation/placement be removed, in addition to other penalties from the county.



MYSTIC HARBOUR, BAY VISTA I and BAY VISTA II STORAGE AGREEMENT

This Agreement made this _____ day of _____, 20____ between Mystic Harbour Homeowners Association (MMHOA) and _____ for the calendar year of January 1, 2023 through December 31, 2023. *****This agreement will need to be submitted and approved each year for use of Storage Yard.***

Whereas, an Owner owns a boat and/or trailer OR other approved recreational vehicle ("Vehicle") to be stored (NO CARS OR TRUCKS ALLOWED), which is described as follows:

Vehicle Description, including year (NO CARS OR TRUCKS ALLOWED): _____

For Boat - Hull Identification # / Assigned Boat #: _____

Registration # (must be valid): _____

Tag # (must be valid): _____

Therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

For Mystic Harbour homeowners the cost per year is waived. For Bay Vista I and Bay Vista II homeowners, the cost per year is \$350 per approved "Vehicle" and is payable at execution of this contract to the Mystic Harbour Homeowners Association; and such fee is not prorated. All stored will be labeled by MMHOA with Owner's name, address and contact number. The boatyard combination will be provided at time of contract execution and must not be shared with others. State required tags and registrations must be valid throughout the term of this contract. Failure to adhere to these policies will cause loss of storage privileges.

The storage provided by this agreement shall be solely at the Owner's risk and Owner hereby releases MMHOA of all liability for any loss or damage to the "Vehicle" named above and any other property.

MMHOA reserves the right to move the "Vehicle" to any other storage space as MMHOA may find necessary to maintain the grounds.

This storage agreement shall terminate at the earlier of the expiration date stated within or when the Owner no longer resides in the community of Mystic Harbour, Bay Vista I or Bay Vista II. Either party may terminate this agreement by giving the other party ten (10) days written notice by certified mail. In the event the Owner terminates prior to the expiration of the storage period or in the event MMHOA terminates due to default of the Owner in the performance of the terms and conditions of this agreement, any storage fee paid by the Owner shall be retained by MMHOA and shall not be refunded or prorated. Upon termination of said agreement, Owner shall promptly remove "Vehicle".

*****Property Owner(s) must submit and have an approved Storage Agreement for Renter's use of Storage Yard.***

Signature of Owner: _____

Printed Name of Owner: _____

Address of Owner: _____

Phone Number: _____

Email Address: _____

APPLICATION FOR EXTERIOR ALTERATION (ARCHITECTURAL REQUEST)

**WARNING: ADDITIONS OR ANY EXTERIOR CHANGES MADE BEFORE
APPROVAL MAY RESULT IN FINANCIAL CONSEQUENCES**

1. NAME: _____

2. ADDRESS OF PROPOSED CHANGE: _____

3. LOT NUMBER: _____

4. TELEPHONE: (H) _____ (W) _____ (FAX) _____

5. MAILING ADDRESS (if different from #2): _____

6. DESCRIPTION OF PROPOSED CHANGE – Provide a description of the proposed alteration, including the purpose or reason for the change, and the type, style and color of materials to be used. Describe the location on the lot, and provide any pertinent information such as sketches, drawings, photographs or product literature that may be required to evaluate the proposed change. If more space is needed, please attach a separate sheet.

7. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION: The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case the Architectural review Committee's (ARC) sixty (60) day review period will not commence until all required submissions have been provided.

- A. SITE PLAN/PLAT – A county registered site plan of the property showing the location and dimension of the proposed improvement, including orientation with respect to the property line, unit and adjacent dwelling units must be provided for ALL applications. Site plans/plats must be to scale.
- B. ARCHITECTURAL DRAWINGS AND PLANS – Detailed architectural drawings or plans must be provided for proposed structures and major landscape improvements.
- C. PAINT OR STAIN COLORS – A sample of the color(s) to be used must be provided for all painting and staining, together with a list of existing colors on the house or deck, which will remain unchanged.
- D. FINISH MATERIAL – A description and/or sample of all finish material to be used for the exterior surface of the proposed improvements must be provided.
- E. PHOTOGRAPHS – The inclusion of photographs is appropriate to clarify type, model and style of additions such as storm doors, lighting fixtures, decorative objects, etc.
- F. OTHER EXHIBITS – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners with questions are advised to seek guidance from the ARC prior to the submission of an application.

8. ESTIMATED STARTING DATE OF CONSTRUCTION: _____

9. ESTIMATED COMPLETION DATE: _____

10. Nothing contained herein shall be construed to represent that alteration to lots or buildings in accordance with these plans shall not violate any of the provisions of local building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be constructed as a waiver or modification of any said restrictions.

11. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be constructed as a waiver of said requirement.

12. Owner further understands and agrees that no work in this request will commence until written approval has been obtained from the ARC and any and all permits are obtained from the county. Additions or exterior changes made before approval may result in financial consequences.

13. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.

14. Owner agrees to give the Board and/or the ARC express permission to enter on the Owner's property during normal business hours to inspect the proposed project, the project in process, and/or the completed project.

15. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

16. Owner acknowledges that he/she is familiar with the design review requirements and procedures for Mystic Harbour Homeowners Association.

17. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 6 months following approval or other time frame authorized by the ARC and completed within 1 year, or other time frame authorized by the ARC. **Work is not considered complete until Owner calls the ARC for a final inspection and after final inspection a Certificate of Compliance has been issued.**

18. If applying for a deck, please attach top view and side view drawings with accompanying measurements.

19. All complete (see #7 above) design review applications received by the ARC will be acted upon 30 days. If notification is not received within 30 days, please contact the ARC.

20. The Homeowner(s) hereby agree that any and all liability caused by or arising from, this modification shall be assumed by the Homeowner(s). Homeowner(s) agree to release the Association, and Declarant from any and all liability.

21. Approval by the Association is for the outward appearance only and does not imply any engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions on this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association, the Architectural Review Committee, the Board of Directors, and/or their designee.

22. I have read and understand the above application and notes in their entirety and do hereby submit this application for review by the ARC at Mystic Harbour Homeowners Association.

OWNER'S SIGNATURE

DATE

OWNER'S SIGNATURE

DATE

DATE RECEIVED

ACTION BY THE BOARD

☐ Approved as requested.

☐ Approved subject to the following conditions/modification: _____

☐ Disapproved for the following reason(s): _____

Notification to Owner on: _____
DATE

Authorizing Signature