



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

BOARD OF DIRECTORS

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The next board meeting will be held on the second floor of the clubhouse on Saturday, June 17th at 10am.

President's Update

Please stay tuned to your email for an important update regarding the discussion with Mystic Harbour Corporation regarding the boatyard and pool/clubhouse/tennis court/playground/parking lots.

If you receive this newsletter but are not receiving calls from the board, please let the board know so we may update your records.

Please know that homeowner lots are private property and as such, should not be entered upon for any reason. If you are a homeowner who is experiencing trespassing, by humans or dogs, the Board encourages you to reach out directly to the appropriate county agency for purposes of filing a complaint. You should contact animal control for unleashed dog concerns and the Worcester County Sherriff for those you find trespassing on your property.

As well, please be mindful of your speed when driving throughout the community. Given we are entering summer month with longer days, there are many more people out an about in our community.

EVENTS COMMITTEE

- Yard Sale is scheduled for June 3rd, with a rain date of June 4th.
- SAVE THE DATE – Saturday, July 1st at the pool. Stay tuned for further details!

The board is always in search of volunteers/members for the following committees: events and community grounds maintenance. If you would like to contribute your knowledge and expertise to improving your community, please send reach out directly to Gina at ginamhhoa@gmail.com OR Dee at denisekuhar@yahoo.com

THANK YOU!

- A big shout out to all who assisted during pool clean up to ready the pool for opening!

Pool Committee

The pool open weekends ONLY 10am until 6pm through the last day of school. The pool will open seven days per week starting June 14th from 10am until 6pm.

Treasurer's Update

If you utilize a bill payment service through your bank, please update the mailing address for your HOA dues payments to:

MHHOA
c/o Bank of Ocean City
P.O. Box 4100
Ocean City, MD 21843

Boat Yard Committee

Every boatyard user will need to submit one form every year 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 (form attached). As a homeowner you are also required to connect with Worcester County to obtain any necessary permits and/or to confirm whether you need a permit before moving forward with HOA approved work. **Currently, there is an 8 week backlog at the county for permit approval.*** 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.

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. CELL (HOME) NUMBER: _____ EMAIL ADDRESS: _____

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 construed 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 construed 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