

WELCOME TO BAY HIGHLANDS

Hello Neighbor,

On behalf of the Bay Highland community, I would like to “**Welcome**” you to our community. We hope that you will experience and enjoy the beauty of this friendly, tranquil, water privileged community as much as we have.

As a resident of our community, the following amenities are available for your enjoyment: Augusta Park, Aldridge Park and the Fire/Boat Ramp. Additional amenities have been identified in our Master Plan and are being considered for implementation.

In addition, you will find attached a form asking for your contact information. The Bay Highlands Civic Association is making every effort to be as transparent as possible, thus we urge you to provide the requested information so we may communicate with you on association matters.

The attached “Welcoming Package” will provide you with information that will guide you through our community; explain what kind of community we are and the association structure, It also includes meeting schedules, calendar of events, contact & communication options, policies, a brief history and how to access to a members section of our web site.

After you have read this material and visited our web site, if you have any questions, please do not hesitate to reach out to a Board Member or any resident.

We are very excited about you becoming a resident and neighbor in our community. We look forward to you joining us as we make our community the best place to live.

Once again, “**Welcome!**”
Russell Williams, Jr.
President, BHCA
September, 2016



WHO WE ARE

Bay Highlands, established 1956, is a private community, a special benefit tax district, located in Annapolis, Maryland. Once a neighborhood made up solely of summer cottages, today a large majority of Bay Highlands residents call this waterfront community their permanent home. Surrounded by woodlands and the waters of Black Walnut Creek and Oyster Creek, Bay Highlands is both serene and picturesque.

BHCA BOARD OF DIRECTORS

The Board of Directors for the Bay Highlands Civic Association includes seven volunteer residents that are elected by the community every two years. The Board meets monthly to discuss matters affecting the community and its residents, and they welcome everyone to attend and be involved.

CURRENT BOARD MEMBERS

President:	Russell Williams, Jr	president@bayhighlands.org
Vice President:	Tommy O'Hara	vicepresident@bayhighlands.org
Treasurer:	Bill Mykins	treasurer@bayhighlands.org
Secretary:	Susan Saurwein	secretary@bayhighlands.org
Member at Large:	Gail Hulme	gail@bayhighlands.org
Member at Large:	Debbie Buchanan	debbie@bayhighlands.org
Member at Large:	Barbara Maginley	barbara@bayhighlands.org
You can also reach the entire Board here:		board@bayhighlands.org

BHCA STANDING COMMITTEES

The BHCA currently presides over the following active committees. Committee Chairs are always looking for volunteers, and community members are encouraged to contact the Board if they would like to volunteer.

PARKS AND AMENITIES

Mike Jankiewicz, Chair

Charged with the overall improvement of Bay Highlands through community outreach and introduction of new amenities based on community priorities. Focus for this committee is not limited to the wish list described in the KCI Master Plan.

CAPITAL MAINTENANCE

Jon Douglas, Chair

Charged with the overall maintenance, repairs, or replacement of infrastructure and current amenities throughout Bay Highlands. This includes roadway pavement, storm water management, park upkeep, and the like.

COMMUNICATIONS

Matt Bertapelle, Chair

Charged with the overall instantiation, maintenance, and ability for the Board and community residents to communicate in a variety of ways. These include the web site, Facebook, email lists, and the welcome package.

BHCA SPECIAL COMMITTEES

BHCA appoints special committees to address specific issues or ventures, and to encourage participation of more residents. We especially appreciate those willing to help make Bay Highlands a community to be proud of.

POLICIES AND PROCEDURES

Chair, Vacant

Charged with developing a Policy & Procedures manual. A guideline for the operations of the Board in all matters of business, policies, and procedures, not to conflict with the bylaws.

BUDGET

Lynne Beefelt, Chair

Charged with the developing a budget according to the association's requirements.

SECURITY AND SAFETY

Tom Kane, Chair

Charged with collecting ideas from residents for improving neighborhood security.

MASTER PLAN

Bill Mykins, Chair

Charged with developing a Community Master Plan to help inform future the operations and improvements within the community.

EVENTS

Kathleen O'Leary, Chair

Charged with the planning, coordination and implementation of community events.

BHCA SCHEDULE OF MEETINGS

For most of the calendar year, the Board of Directors meet every month, on either the second or third Monday at the Hillsmere Elementary School (HES). For the summer months, the Board typically meets at the Eastport/Annapolis Neck Public Library (EANPL), across from Quiet Waters. Some community meetings are also held at the Bay Ridge Christian Church (BRCC). Meetings will be announced via the web site, email and community sign.

EVENTS

Some of the annual events to look forward to throughout the year include: Earth Day Clean Up, Easter Egg Hunt, Halloween Happy Hour & Trick or Treating, Summer and Santa Run. If you would like to help in planning or setting up, please contact our Events Committee. Dates for these events are announced on our web site and via email.

USEFUL INFORMATION

SIGNING UP FOR WWW.BAYHIGHLANDS.ORG

Signing up for the BHCA web site will give you access to meeting minutes, financial reports and other private community information. At the upper right hand corner of the home page, you will see “*Read this before signing up.*” Click that link to find full instructions. In addition, you can subscribe to get an email message whenever a new item is added to Members Only pages. A link for subscribing can be found under the *Contact* menu

TRASH/RECYCLING/YARD WASTE

Trash, recycling and yard waste are removed by separate Anne Arundel county trucks every Monday except for the following holidays, when pick up is on Tuesdays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Christmas

Recycling does not need to be separated by type and should be placed in the yellow, county provided containers. Free containers can be picked up at the Central Recycling Center 389 Burns Crossing Road Severn, MD 21144, 410 222-6108.



A maximum of three bulk items can be set out on regular collection days. To arrange for county pick up of large metal items, call 410 222-6100.

Please remember that reuse is always better than recycling and consider donating usable items such as children’s toys or furniture.

Bagged yard waste should be marked with an X. If not bagged, branches must be tied into bundles (branches should be less than four feet long and four" inches in diameter.)

PARKING

To ensure access by emergency vehicles, parking is not allowed on Bay Highland Roads. Of course, there will be occasions when residents have a large number of guests and there is no other option. At those times, please have all guests park on the same side of the street and be careful of damage to neighbor’s yards.

REMOVAL OF VEGETATION

Invasive species such as English ivy can be removed. All other vegetation removal, including dead trees, requires an approved Vegetation Management Plan. Fines have been levied. Please call the county Permit Office at 410.222.7441 for more information.

COMMUNITY PROPERTY

ROADS AND SNOW REMOVAL

As a private community, Bay Highlands is responsible for maintenance of and snow removal on community roads. We have a contracted for plowing when snow is 3 inches or more and de-icing after a thaw/refreeze cycle. Because of the impact on our residents, we have also arranged for plowing of the public portion of Bay Highlands Drive if the county hasn't done so in a timely fashion.

PARKS

Bay Highlands has two parks for use by residents and guests. Augusta Park has a basketball half court, swings and playground equipment. It is a great open space for kids of all ages to enjoy. Aldridge Park on Oyster Creek is a lovely place to enjoy the sunset.

FIRE/BOAT RAMP

The ramp into Oyster Creek at Aldridge Park is first and foremost intended to be a fire ramp. In the event of a fire in the community, the Fire Department would use a pump truck to deliver water from the creek to the fire.

Additionally, the ramp can be used to launch small boats, kayaks, canoes. Due to shallow water, it is strongly recommended that boaters launch and retrieve boats at high tide and from a roller trailer or trailer extender. Residents should contact Vice President, Tom O'Hara to arrange for key rental and more detailed launching recommendations. Parking vehicles is prohibited as is docking boats for more than an hour. Please see Ordinances in this document for regulations concerning use of the ramp.



KAYAK RACK

Residents can store small water craft at the kayak rack at Aldridge Park. Currently, there is plenty of available space. Please see Ordinances in this document for full regulations concerning use of the rack.

ACCESS TO BLACK WALNUT CREEK

There are several community access points to Black Walnut Creek as shown on the following map. However, none currently allow easy access. The Board hopes to improve this situation soon.

BEACH

Our neighboring communities have private beaches. Those beaches are for use by residents of Highland Beach and Venice Beach only. Further information can be found on the Highland Beach website.

COMMUNITY MAP



HELPFUL LINKS

COUNTY POLICE, SOUTHERN DISTRICT

Emergencies 911; 410 222-1961

<http://www.aacounty.org/Police/index.cfm>

COUNTY FIRE DEPARTMENT

Emergencies 911; 410 222-8200

<http://www.aacounty.org/Fire/index.cfm>

COUNTY HOSPITAL, ANNE ARUNDEL MEDICAL CENTER

410 481-1000

<http://www.aahs.org>

COUNTY ANIMAL CONTROL

410 222-7000

<http://www.aacounty.org/AnimalControl/index.cfm>

COUNTY SCHOOLS

Hillsmere Elementary:

3052 Arundel On The Bay Road

410 222-1622

<http://www.aacps.org/AACPS/HILLSMES/home.htm>

Annapolis Middle:

1399 Forest Dr

410 267-8658

<http://www.aacps.org/AACPS/anms/ams.htm>

Annapolis Senior High:

2700 Riva Rd

410 266-5240

<http://www.annaploishigh.org/>

COUNTY LIBRARY

Eastport-Annapolis Neck Branch

269 Hillsmere Drive

http://aacpl.net/branch_info/ean.htm

410 222-1770

COUNTY PARKS

410 222-7000

<http://www.aacounty.org/RecParks/index.cfm>

COUNTY RECYCLING

410 222-7951

<http://www.recyclemoreoften.com>

COUNTY TRASH/YARD WASTER PICKUP

410 222-6100

<http://www.aacounty.org/DPW/WasteManagement/index.cfm>

BAY HIGHLANDS CIVIC ASSOCIATION BYLAWS

Article I: Name

The name of the corporation is Bay Highlands Civic Association, Incorporated, hereafter referred to as BHCA.

Article II: Purpose

The purpose of this organization shall be the promotion of the general comfort, health, safety, recreation and property within the Bay Highlands Special Community Benefit District (hereafter the "BHSCBD"), Anne Arundel County, Maryland by:

1. Construction and maintenance of roads and storm drains; providing snow removal; maintenance of street lighting; providing special police protection; and construction on and maintenance and improvement of community property, including playground facilities and equipment, piers for fishing and crabbing, and landscaping and maintenance of public areas. (This language is from AA County Code 4-7-204(f) establishing the BH Special Community Benefit District).
2. Providing recreational activities and promoting the general welfare of residents of the community and/or members of the BHCA.
3. Fostering an environment in which each member takes personal responsibility for the betterment of the quality of life and aesthetic nature of the community as a whole.
4. Promoting and encouraging a community and civic spirit.
5. Working with neighboring community associations in furthering mutual aims.
6. Cooperating with the County, State, civic, and public organizations for the general improvement and welfare of the community.

Article III: Scope

These bylaws and the amendments thereto are in accordance with and do not supersede the laws and regulations of the State of Maryland, and of Anne Arundel County.

Article IV: Ratification of the Bylaws

1. These bylaws shall supersede all previous regulations and bylaws of this corporation and shall take effect immediately upon ratification by the general membership.
2. Ratification of the bylaws by the BHCA membership shall be by a two thirds (2/3) vote of those submitting ballots through the mail and members present at a validly-scheduled membership meeting. Refer to Article 10 for voting eligibility.
3. Completed ratification ballots may be mailed to the BHCA mailing address or submitted by members present at a validly-scheduled membership meeting.

Article V: Membership/Eligibility for Elected office

All persons or entities whose name appears on the records of the State Department of Assessments and Taxation as property owners within the Bay Highlands Special Community Benefit District, which District is set forth on a plat recorded among the land records of the County on Plat No. 523, Plat Book No. 9, Folio No. 49, shall be considered members of BHCA.

1. All members as defined in this Article are eligible for elective office.
2. All Officers shall maintain his/her principal residence within the BHSCBD. At-Large members of the Board may maintain their principal residence outside the BHSCBD. The records of the State Department of Assessments and Taxation shall be determinative of the principal residency of a member.

Article VI: Board of Directors

1. The business and affairs of the Corporation shall be managed by its Board of Directors, which shall have and may exercise all such powers of the Corporation and do all such lawful acts and things as are not directed or required by statute, the Articles of Incorporation, or these bylaws to be exercised or done by the Members.

2. Until such time as the Articles of Incorporation are amended to increase the number of members, the BHCA Board of Directors (Board) shall be comprised of five (5) members as follows: President, Vice-President, and three (3) Board Members-At-Large. At such time as the Articles of Incorporation are amended to increase the number of members of the Board to seven (7), the BHCA Board of Directors shall be comprised of the President, Vice-President, Secretary, Treasurer, and three (3) Members-at-Large.
3. The duties of the Board are to:
 - a. Act in the best interest of the BHCA
 - b. Have responsibility for the overall operation and management of the affairs of the BHCA
 - c. Actively solicit input from and communicate to BHCA members on those matters which may impact health, security, and welfare of the community.
 - d. Provide a channel of communication between BHCA and other neighboring community associations.
4. A member of the Board of Directors may resign at any time by delivering written notice to the President. A resignation shall be effective as of the date noted in the letter of resignation.
5. In the event a vacancy shall occur on the Board of Directors the vacancy shall be filled by an appointment made by the President, or in the event of the vacancy of the President, by the Vice-President after consultation with the Board, and approved by majority vote of the remaining members of the Board of Directors. A person who fills a vacancy on the Board shall serve the remainder of the term of the vacating member.
6. The Officers and the at-large members of the Board of Directors shall be elected by the membership at the annual membership meeting held in each odd numbered year.
7. The term of office for the Officers and at-large members of the Board of Directors shall be for two years.
8. The Board of Directors shall provide for a biennial audit, which audit at a minimum shall comply with the requirements for Special Community Benefit Districts.

Article VII: Officers

The Officers shall be a President, Vice-President, Secretary and Treasurer. The Officers shall be elected, and shall serve, as provided for in Article VI.

1. The President shall:
 - Preside at all BHCA Board of Directors and membership meetings
 - Prepare an agenda for all such meetings
 - Serve as the chairperson of the Board of Directors
 - Perform such other duties of this office as may be provided by law.
 - Be the primary spokesperson for the BHCA.
 - Establish committees and be an ex officio member of all committees.
 - The president may appoint one of the Board members to serve as Parliamentarian during Board meetings and/or at general membership meetings.
2. The Vice-President shall:
 - Perform the duties of the President in the event the President is incapable of performing his/her duties due to absence, illness, or disability.
 - Perform such other duties as may be assigned by the President and/or the Board of Directors.
3. The Secretary shall:
 - Keep records and minutes of the proceedings of the BHCA
 - Be responsible for issuing timely notice, to include the place, time, and agenda, of all regular and special meetings of the BHCA
 - Maintain a current list of all members of the Board of Directors including mailing addresses, telephone numbers, and e-mail addresses
 - Keep copies of all posted correspondence of the BHCA
 - Be the custodian of the records of the BHCA
 - Accept nominations for officers and Board Members-At-Large
4. The Treasurer shall:
 - Receive and disperse all funds and deposit the same in such banks or institutions as may be designated by the Board of Directors or as required by law.
 - Maintain complete and accurate records of all receipts and disbursements.

- Prepare reports for Board of Directors and membership meetings
 - Prepare the initial annual budget.
 - Provide other financial reports as required by law or the Board of Directors
 - Perform duties consistent with the applicable instructions and procedures established by Anne Arundel County Budget Office, and such other laws, rules, and regulations as may be applicable to Special Community Benefit Districts.
5. Subject and in addition to the provisions of Section 2-418 of the Corporations and Associations Article of the Annotated Code of Maryland, and except for those actions which constitute bad faith, gross negligence, fraud, active and deliberate dishonesty, or constitute a crime, the members of the Board of Directors shall have no personal liability with respect to any contract or other obligation made on behalf of the BHCA. The BHCA shall defend, indemnify and hold harmless the Board of Directors from any and all liability to others on account of any such contract or obligation.

Article VIII: Committees

1. The President, in consultation with the Board, shall organize standing and ad-hoc committees as needed to protect and further the interests, purposes, and objectives of the BHCA.
2. The BHCA may have standing committees to aid the Board of Directors in the performance of their duties, including but not limited to Parks and Recreation, Maintenance of Community Property, Communication, Roads and Storm Water Management.
3. The President, in consultation with the Board of Directors, shall select a Committee Chair.
4. The Committee Chair, in consultation with the President, shall select committee members.
5. Committee members shall either be members of the BHCA or reside in the community.
6. Committee Chairs shall provide regular status reports about committee activities and plans to the President and the Board of Directors as requested.
7. Committee Chairs shall provide budget estimates in support of their committee activities to the Board of Directors.

Article IX: Meetings

There shall be three (3) types of BHCA meetings:

- Annual and special general membership meetings, including one annual membership meeting and one annual budget meeting
 - Board of Directors' meetings
 - Committee meetings
1. General Membership Meetings:
 - The annual meeting of the membership shall be held during July of each year. Written notice of this annual meeting, including the agenda, shall be delivered to the BHCA members at least thirty (30) days prior to the meeting.
 - A regular meeting of the membership for the purpose of budget approval shall be held no less than forty-five (45) days prior to the Anne Arundel County deadline for budget submission. Written notice of this annual meeting, including a copy of the proposed budget, shall be delivered to the BHCA members at least thirty (30) days prior to the meeting.
 - A special meeting of the membership may be convened at any time at the discretion of the Board of Directors. Written notice of a special meeting, including the purpose of the meeting, shall be delivered to the BHCA members at least fifteen (15) days prior to the meeting.
 - The notice of a general membership meeting shall:
 - include the date, time and place of the meeting,
 - State the purpose of the meeting.
 - Include a copy of such nominations, proposed bylaws amendments, or budget as may be considered at that meeting.
 2. Board of Director Meetings:
 - The Board of Directors shall meet as needed on a monthly basis to discuss BHCA business. The President may cancel a scheduled monthly meeting by notice at least two (2) calendar days in advance.
 - Regular meetings of the Board of Directors shall be held in advance of the membership meetings to develop a membership meeting agenda.

- Special meetings of the Board of Directors may be called and at the discretion of the President or upon the request of any Board member.
 - Except as may be otherwise permitted by law, all Board of Directors meetings shall be open to BHCA members. In the event that the Board of Directors convenes a closed session or closed meeting, the membership will be advised of the topic requiring the session to be closed to the membership.
 - Minutes of all open meetings of the membership and Board of Directors shall be made available to any BHCA member upon request.
 - Delivery of a notice required by law or by these Bylaws shall be made by placement in the United States mail directed to the address shown on the records of the State Department of Assessments and Taxation. In addition, notice shall be sent by electronic mail (e-mail) directed to the last known address provided by the member to the Secretary.
 - A quorum shall be the members present at a duly called meeting.
3. Committee Meetings:
- Committee Meetings shall be held at the discretion of the committee chair.

Article X: Voting

1. Each Bay Highlands community tax account of record with Anne Arundel County Department of Assessments and Taxation is entitled to (1) one vote at any special or regular membership meeting. Persons or entities holding more than one tax account shall be entitled to (1) one vote per tax account.
2. Voting at all elections shall be by written ballots or a show of voting cards by those members present and eligible to vote. The Secretary shall validate the membership of those submitting ballots. The Secretary may request from the County or State the most current tax roll for the purpose of determining voting eligibility. Voting by use of a proxy is not permitted.
3. Except as otherwise provided in these Bylaws, all matters submitted to a vote at a BHCA meeting shall be determined by a majority of those eligible members present and voting.

Article XI: Budget Preparation and Submission

1. The BHCA shall comply with Anne Arundel County's Budget Preparation and Submission Requirements in preparing and submitting the budget to the County.
2. The membership shall be made aware of the deadline to submit budget considerations to the Board of Directors at the General Membership Meeting in July.
3. The Board of Directors shall meet in October to discuss the budget for the next fiscal year.
4. The Treasurer shall present to the Board the proposed budget based on the Board's direction and the total assessed value of Bay Highlands property in November.
5. The proposed budget shall be sent to all community members asking them for their approval and notifying them of the date, time and place of the regular membership meeting held to discuss, and approve, the budget for the upcoming year.
6. A meeting to approve the budget shall be held no less than forty-five (45) days prior to the Anne Arundel County deadline for budget submission.
7. Once the budget is approved by the membership it shall be forwarded, along with proper certification, to Anne Arundel County before the county submission deadline.

Article XII: Nomination and Election of Officers and Board Members at Large

1. The election of officers and members-at-large will be held during the regular membership meeting in July during an election year.
2. Nominations for Officers and Members-at-Large may be submitted to the Secretary thirty (30) days prior to the July membership meeting ("Early Nominations"). Early Nominations may be accomplished by a written statement, not to exceed one page, of qualifications and interest. The Board of Directors shall then determine the eligibility of the nominee as prescribed in these Bylaws (see Article IX and X) and notify the membership of the nominees for each with the notice of the meeting. Nominations for positions for which there is no Early Nomination may be accepted from the floor at the meeting.

Article XIII: Rules and Regulations

The Board may make and implement such rules, regulations and policies for the operation and management of the BHCA property and facilities, including the roads, rights of way, parks, playgrounds, piers, beaches and other

facilities, as are not inconsistent with the laws pertaining to special community benefit districts, the Articles of Incorporation and these Bylaws.

Article XIV: Amendments to the Bylaws

1. Amendments to the Bylaws may be proposed by the Board of Directors or by a member. If a proposal to amend the Bylaws is made by other than the Board of Directors, there shall be a petition accompanying the proposed amendment signed by at least 10 members.
2. A copy of the proposed amendment shall be provided to the membership with the notice of the meeting at which the proposed amendment is to be considered.
3. An amendment to the Bylaws will take effect on the affirmative vote of two-thirds of the members present and entitled to vote in accordance with the voting rights established in Article 10.

Article XV: Parliamentary Procedure

The President shall act as Parliamentarian at each meeting, or may appoint a Parliamentarian for each meeting. The rules contained in Roberts Rules of Order, Revised, shall govern the meetings of the members in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ORDINANCES

- Speed limit on Bay Highlands Avenue is 25 mph. On all other roads, the speed limit is 15 mph.
- No Parking at any time by anyone on any road, avenue, drive, or paved thoroughfare in the community. Obey all traffic signs.
- Trash, garbage and other refuse must be placed in covered metal or plastic containers. Any debris tending to serve as a breeding place for mosquitoes, pests or rodents must be removed immediately.
- Between sunrise and sunset, all loud noise must be contained within the decibel limits set by County Code.
- No hunting permitted anywhere within the Bay Highlands Community.
- No commercial building of any kind permitted within the Bay Highlands Community.
- Obey County leash laws as set by the Anne Arundel County Animal Control Laws & Services.
- All Anne Arundel County governing regulations are in full force and effect in the Bay Highlands Community.

PARK REGULATIONS

- Augusta and Aldridge parks may be used by community residents and guests of residents during daylight hours.
- Dogs are allowed in the parks; however, dog owners should keep dogs leashed when small children are at play.
- Dog owners must pick up after their pets.
- Residents and guests must take all trash with them or throw it away in the park receptacle.

FIRE/BOAT RAMP

The community boat ramp is to be used by residents, tenants and guests of Bay Highlands only. Guests must be accompanied by a community member.

- Keys to the gate may be obtained from the Bay Highlands Civic Association.
- There is a one-hour limit for tying boats to the dock. Overnight tie-ups are strictly prohibited.
- Tie-ups in the boat launch area are prohibited.
- Members using the dock to fish or crab must remove all material when they leave. Tying of crabbing or fishing gear to dock prohibited.
- Hunting is strictly prohibited.
- Parking in the ramp area is strictly prohibited. Violators will be towed

CONTACT INFO

The BHCA Board values transparency and communication with the entire community. To that end, we hope that you will share your contact information with us. This will allow us to keep you informed about meetings, events, new initiatives, emergencies and other community news. Please fill out the following form and email it to secretary@bayhighlands.org. If you do not use email, please mail the form to:

Bay Highlands Civic Association
3241 Washington Avenue
Annapolis, Maryland 21403

Name: _____

Mailing Address: _____

Email Address: _____

Phone: _____

I prefer to get information by Email: _____ US mail _____

I would like to volunteer for _____