

WELCOME TO BAY HIGHLANDS



Hello Neighbor,

On behalf of the Bay Highlands Civic Association (BHCA), welcome 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 Bay Highlands, the following amenities are available for your enjoyment: Augusta Park, Aldridge Park, and the fire/boat ramp and pier. Additional amenities are being considered for the added enjoyment of all residents.

The attached "Welcome Package" provides you with information about our community, explains the type of community we are, and the association structure. The packet also includes info about our meeting schedules, community events, policies, bylaws, a brief history, and how to access the members section of our website.

At the end of the packet, you will find a form asking for your contact information. Your information will be used by BHCA to communicate community meetings, events, and activities; it will not be shared with other residents or external organizations. The BHCA 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.

If you have any questions after reading this material and visiting our website, please do not hesitate to reach out to a board member.

We are very excited that you have chosen Bay Highlands for your home. We look forward to you joining us as we continue to make our community the best place to live.

Once again, welcome!

Bill Mykins

BHCA President

WHO WE ARE

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

Bay Highlands is an Anne Arundel County Special Community Benefit District, which enables BHCA to collect tax funds to provide snow removal and landscaping of public areas; maintain street lighting; and construct and maintain roads, storm drains, and community amenities.

BHCA BOARD OF DIRECTORS

The Board of Directors for Bay Highlands Civic Association includes seven volunteer residents that are elected by the community. They serve two year terms on alternating years. The board meets monthly to discuss matters affecting the community and its residents. Meetings are open to everyone to attend and be involved.

CURRENT BOARD MEMBERS

President:	Bill Mykins	president@bayhighlands.org
Vice President:	Laura Townsend	vicepresident@bayhighlands.org
Treasurer:	Lynne Beefelt	treasurer@bayhighlands.org
Secretary:	Melanie Shacka	secretary@bayhighlands.org
Member at Large:	Tom O'Hara	tom@bayhighlands.org
Member at Large:	Mehmet Gorgulu	mehmet@bayhighlands.org
Member at Large:	Chuck Ecklin	chuck@bayhighlands.org

You can also reach the entire Board here: board@bayhighlands.org

BHCA COMMITTEES

BHCA appoints committees to address specific issues or ventures, and to encourage participation of residents. Committees are also a means to share the work load beyond the BHCA Board of Directors volunteers to those willing to help us make Bay Highlands a community to be proud of.

Community Property Committee

Mehmet Gorgulu, Chair

Manages and oversees maintenance of community property, including grass cutting, tree trimming, roads, swales and culverts, signs, playgrounds, landscaping, etc. Plans and implements potential capital improvements, such as roads, stormwater, ramp/piers, and other capital projects.

Contact: mehmet@bayhighlands.org

Parks & Recreation Committee

Chuck Ecklin, Chair

Manages and oversees operations of community parks, including the boat ramp keys, kayak rack spaces, rules and regulations for parks, and promote recreation activities. Promotes health and wellness activities. Plans potential capital improvements, such as playgrounds, water access, walking paths, and other capital projects.

Contact: chuck@bayhighlands.org

Community Engagement Committee

Laura Townsend, Chair

Manages and oversees community engagement activities. Plans and implements potential activities, such as picnics, get togethers, benevolence activities (condolences, get well wishes), etc.

Contact: vicepresident@bayhighlands.org

Public Safety Committee

TBD, Chair

Manages and oversees public safety initiatives including but not limited to traffic and parking enforcement.

Contact: board@bayhighlands.org

BHCA SCHEDULE OF MEETINGS

For most of the calendar year, the BHCA Board of Directors meets every month, on either the second or third Monday. Meetings are announced by email, community sign, on the website, and the Bay Highlands Facebook group. All residents are invited to attend.

There are two all member meetings every year where property owners vote upon board elections and the annual budget. These meetings take place every July and December and are announced by hardcopy mail, email, website, etc.

USEFUL INFORMATION

SIGN UP FOR BAYHIGHLANDS.ORG

Signing up for the BHCA website will give you access to meeting minutes, financial reports, and other private community information. Visit www.bayhighlands.org, click “Log In / Sign Up” in the upper right hand corner of the site, and follow the instructions to create a new account. Signing up for the website will also add you to the email distribution list so you can stay up to date on everything happening in Bay Highlands.

JOIN THE COMMUNITY FACEBOOK GROUP

The community Facebook group is a great place to connect with other neighbors. In this private group, residents can ask for recommendations, post traffic notifications if there’s an accident on Forest Drive, share information about pets found in the neighborhood, and more. Submit a request and provide your street address to join our group: www.facebook.com/groups/bayhighlands.

CALENDAR OF EVENTS

We enjoy hosting events throughout the year including: Earth Day Clean Up, Easter Egg Hunt, Fall Festival, Halloween Happy Hour & Trick-or-Treating, and Santa Run. Events are announced by email, on the website, and the Bay Highlands Facebook group. If you would like to help in planning or setting up events, please contact our Community Engagement Committee.

REMOVAL OF VEGETATION

With the exception of routine grass cutting and maintenance of existing landscaping, removal of any vegetation may be subject to prior approval from Anne Arundel County. We encourage you to call the **County Permit Office at (410) 222-7441** for more information on obtaining a Vegetation Management Plan or Forest Management Plan to avoid any fines.

TRASH, RECYCLING, AND YARD WASTE

Trash, recycling, and yard waste curbside pickup is provided by Anne Arundel County 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 containers provided by the county. However, Anne Arundel County does not pick up recycling that is bagged or contains plastic bags that are only eligible for store drop off. Free recycling containers can be picked up at:

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. Consider donating useable items such as children's toys and furniture on our community Facebook page or with a local second hand store.

Bagged yard waste should be placed in paper yard bags or inside a plastic container marked with an "X." If not bagged, branches must be tied into bunches (branches should be less than four feet long and four inches in diameter).

COMMUNITY PROPERTY

PARKING

To ensure access by emergency vehicles, parking is not allowed on roads within Bay Highlands. Please contact the BHCA Board of Directors if you have questions or concerns at board@bayhighlands.org.

ROADS AND SNOW REMOVAL

As a private community, BHCA is responsible for the maintenance of community roads and snow removal on paved roads. We have contracted for plowing when snow is three or more inches 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. August Park is located on Washington Street and has a basketball half court, swings, and other playground equipment. It is a great open space for kids of all ages to enjoy.

Aldridge Park on Oyster Creek is located at the bottom of Henson Avenue off Bay Highlands Drive. There is a community dock and two picnic tables, which makes 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 Annapolis 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, etc.

Residents can contact the BHCA Board of Directors to arrange for key rental to the ramp gate. Parking vehicles and docking boats for more than an hour is prohibited. Please see Ordinances in this document for regulations concerning use of the ramp.

OYSTER RESTORATION PROJECTS

At certain times of the year, you will see oyster cages tied to the community pier at the fire/boat ramp. Bay Highlands participates in the effort to repopulate oyster reefs in the bay.

KAYAK/CANOE RACK

Residents can store small water craft such as kayaks and canoes on the rack at Aldridge Park. To rent a storage space, please visit the Members > Forms area of our website or contact the BHCA Board of Directors at board@bayhighlands.org.

BEACH ACCESS

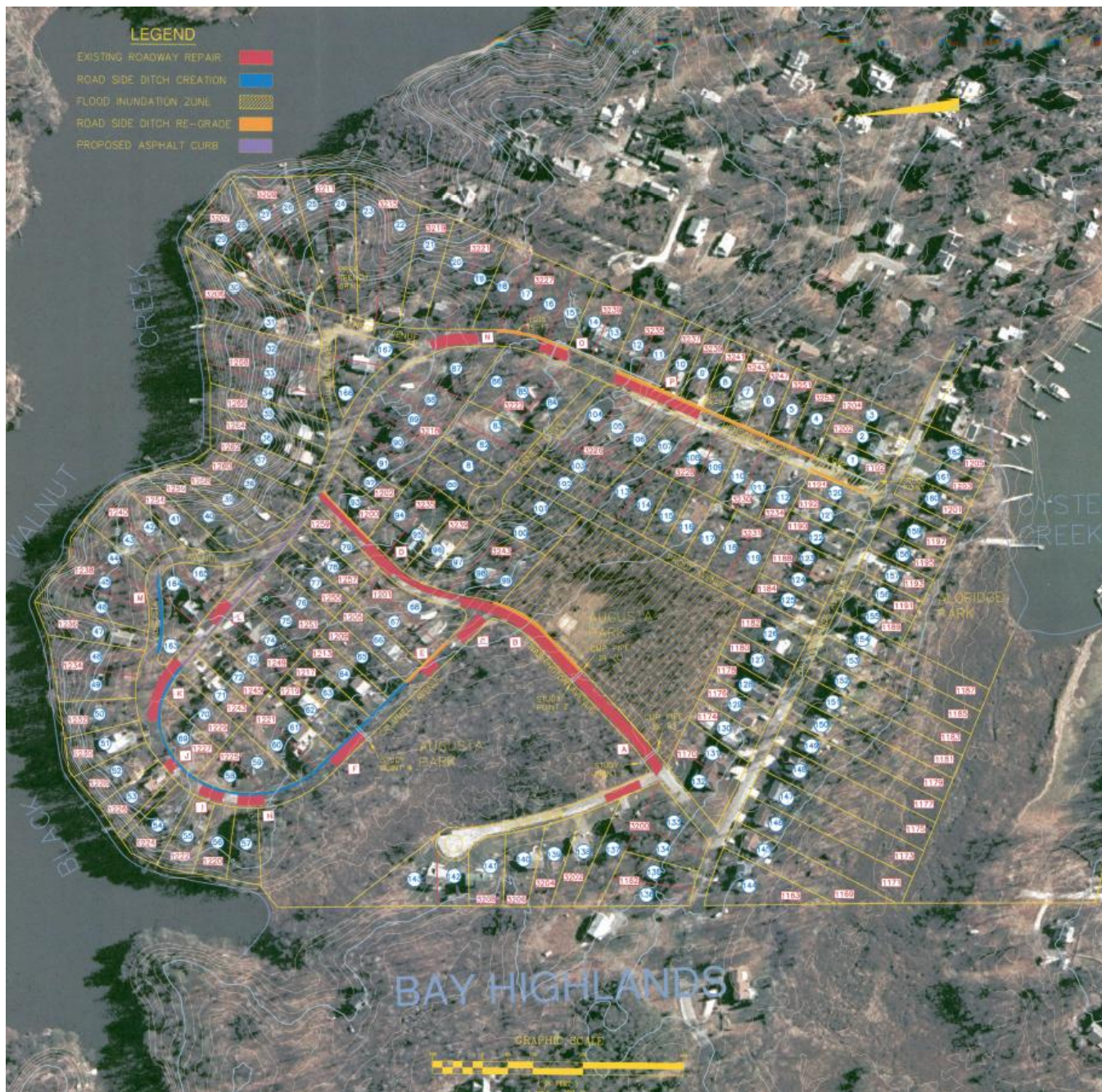
Use and access of the beach area within our neighboring communities is reserved for the property owners of Venice Beach and Highland Beach and their invited guests only. This includes access to the beach, playground, fishing pier, and grass area.

Bay Highlands residents are permitted to drive, walk, or run on the roads within Highland Beach at any time. Please respect their signage and regulations (i.e., no parking) just as you would within Bay Highlands.

ACCESS TO BLACK WALNUT CREEK

There are three community rights of way to Blackwalnut Creek as shown on the following map. However, none currently allow easy access. The board is evaluating ways to improve access.

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 Drive (410) 267-8658

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

Annapolis Senior High:

2700 Riva Road (410) 266-5240

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

COUNTY LIBRARY

Eastport-Annapolis Neck Branch: 269 Hillsmere Drive (410) 222-1770

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

COUNTY PARKS

(410) 222-7000

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

COUNTY RECYCLING

(410) 222-7951

<http://www.recyclemoreoften.com>

COUNTY TRASH/YARD WASTE PICKUP

(410) 222-6100

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

COUNTY CODE COMPLIANCE/FORESTRY (VEGETATION MANAGEMENT)

(410) 222-7441

<https://www.aacounty.org/departments/inspections-and-permits/site-inspections/critical-area-activities/index.html>

BAY HIGHLANDS CIVIC ASSOCIATION BYLAWS (EFFECTIVE 4/12/2021)

ARTICLE I. NAME

The name of the corporation is Bay Highlands Civic Association, Incorporated, the "BHCA".

ARTICLE II. PURPOSE

- Section 1. The purpose of BHCA is to promote general comfort, health, safety, recreation, and property within Bay Highlands Special Community Benefit District (BHSCBD), Anne Arundel County, Maryland by:
- 1.1. Constructing and maintaining roads and storm drains; providing snow removal; maintaining street lighting; providing special police protection; and constructing on, maintaining, and improving community property, including playground facilities and equipment, piers for fishing and crabbing; and landscaping and maintaining public areas. (AA County Code 4-7-204(f) establishing the BHSCBD).
 - 1.2. Providing recreational activities and promoting the general welfare of residents of the community and/or Members of BHCA.
 - 1.3. 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.
 - 1.4. Promoting and encouraging a community and civic spirit.
 - 1.5. Working with neighboring community associations in furthering mutual goals.
 - 1.6. Cooperating with Anne Arundel County, State of Maryland, civic, and public organizations for the general improvement and welfare of the community.
- Section 2. These bylaws and the amendments thereto are in accordance with, and do not supersede, the laws and regulations of the State of Maryland and Anne Arundel County.

ARTICLE III: PRINCIPAL ADDRESS OF BHCA

The principal mailing address of BHCA shall be 3241 Washington Avenue, Annapolis, MD 21403.

ARTICLE IV: MEMBERS OF BHCA

All persons or entities whose name appears on the records of the State of Maryland Department of Assessments and Taxation as property owners within the BHSCBD, which district is set forth on a plat recorded among the land records of Anne Arundel County, Maryland on Plat No. 523, Plat Book No. 9, Folio No. 49., shall be considered members of BHCA (the "Members").

ARTICLE V: MEETINGS

- Section 1. There shall be four (4) types of BHCA meetings:
- 1.1. Regular Membership Meetings
 - 1.2. Board of Directors Meetings
 - 1.3. Committee Meetings
 - 1.4. Special Meetings called by the Board of Directors
- Section 2. Regular Membership Meetings:
- 2.1. There shall be two Regular Membership Meetings per year: one General Membership Meeting and one Budget Meeting.
 - 2.1.1. The annual General Membership Meeting shall be held in July of each year.
 - 2.1.2. The annual Budget Meeting shall be held no less than forty-five (45) days prior to the Anne Arundel County deadline for budget submission and shall follow the process set forth in Article XVI.
 - 2.2. Notice of Meetings: Written notice of Regular Membership Meetings shall be delivered to BHCA Members at least thirty (30) days prior to the meeting.
 - 2.2.1. Written notice shall:
 - 2.2.1.1. Include the date, time and place of the meeting;
 - 2.2.1.2. State the purpose of the meeting;
 - 2.2.1.3. Include a copy of such nominations, proposed bylaws amendments, or proposed budget as may be considered at that meeting.
 - 2.2.2. Delivery of a notice required by law or by these Bylaws shall be made by placement in the United States mail directed to the Member(s) at 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.

- 2.3. A special meeting of the Members 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 BHCA Members at least fifteen (15) days prior to the meeting.
- 2.4. Quorum: The quorum for the purpose of conducting business shall be a minimum of 10 voting Members, each from a separate tax account. A quorum may be met when voting by mail.
- 2.5. Voting:
 - 2.5.1. Each Bay Highlands community tax account of record with Anne Arundel County Department of Assessments and Taxation is entitled to one (1) vote at any Special, General Membership, or Budget meeting. Persons or entities holding more than one tax account shall be entitled to one (1) vote per tax account. The Secretary may request from Anne Arundel County or State of Maryland the most current tax roll for the purpose of determining voting eligibility.
 - 2.5.2. All voting shall be by written ballots completed by eligible Members. Completed ballots may be mailed to the BHCA mailing address to be received prior to the meeting or submitted by a Member present at the meeting. Final vote shall be tabulated at the meeting. The Secretary shall validate the membership of those submitting ballots.
 - 2.5.3. Except as otherwise provided in these Bylaws, all matters submitted to a vote at a BHCA meeting shall be determined by a majority of eligible Members present and voting.
- Section 3. Board of Directors Meetings:
 - 3.1. The Board of Directors shall meet as needed on a monthly basis to discuss BHCA business. A quorum must be present to hold a meeting. The President may cancel a scheduled monthly meeting by providing notice at least two (2) calendar days in advance.
 - 3.2. The Board of Directors shall meet in advance of membership meetings to develop a meeting agenda.
 - 3.3. Special meetings of the Board of Directors may be called at the discretion of the President or upon the request of two Board members.
 - 3.4. 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 an Executive Session, the Members shall be advised of the topic requiring the session to be closed to the Members.
 - 3.5. Minutes of all open meetings of the Board of Directors shall be available to any BHCA member on the community website.
 - 3.6. Quorum: A quorum shall consist of a majority (i.e. more than half) of the Directors then serving.
 - 3.7. Voting: Except as otherwise mentioned in these bylaws, decisions of the Board shall be by a vote of majority of those present, assuming a quorum. Each Director shall have one vote. Directors may only vote in person or as described in Section 3.8 or Section 3.9. There shall be no proxy voting.
 - 3.8. Telephone and Electronic Participation: Directors may participate in Board meetings and vote on matters discussed by means of a telephone or video conference where all persons can hear each other at the same time. Participation by such means shall constitute in-person presence of the Director at the meeting.
 - 3.9. Action without Meeting: Any action that may be properly taken by the Board assembled in a meeting may also be taken without an in-person meeting, if unanimous consent in writing setting forth the action taken by all of the Board members entitled to vote with respect to the action. Such consent shall have the same force and effect as a vote of the Board assembled and shall be filed with the minutes of the subsequent meeting.
 - 3.10. Executive Session: At any meeting of the Board, where a quorum is present, the Board may, by a majority vote, decide to enter an Executive Session in which only Board members and other persons invited by the Board may be present. The decision to enter into an Executive Session shall be recorded in the meeting minutes. Executive Session minutes may be kept separately and confidentially.
- Section 4. Committee Meetings: Committee meetings shall be held at the discretion of the committee chair.
- Section 5. Parliamentary Procedure: The President shall act as parliamentarian at each meeting of the Board and BHCA, or may appoint an impartial parliamentarian for each meeting. The rules contained in the most recent edition of Robert's Rules of Order, shall govern the meetings of the Board and BHCA.

ARTICLE VI: BOARD OF DIRECTORS

- Section 1. Duties: The business and affairs of BHCA shall be managed by its Board of Directors (the "Board"), which shall have and may exercise all such powers of BHCA 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. The duties of the Board are to:

- 1.1. Act in the best interest of BHCA.
 - 1.2. Exercise responsibility for the overall operation and management of the affairs of BHCA.
 - 1.3. Actively solicit input from, and communicate to, BHCA Members on those matters that may impact the health, security, and welfare of BHCA.
 - 1.4. Provide a channel of communication between BHCA and other neighboring community associations.
 - 1.5. Manage the fiscal affairs and financial well-being of BHCA.
- Section 2. Composition: The BHCA Board shall consist of seven (7) members: President, Vice-President, Secretary, Treasurer (the "Officers"), and three (3) Members-at-Large.
- Section 3. Election/Vacancies:
- 3.1. The Officers and Members-at-Large shall be elected by the Members during the General Membership Meeting. The President, Secretary, and one Member-at-Large shall be elected on even numbered years. The Vice President, Treasurer, and two Members-at-Large shall be elected on odd numbered years.
 - 3.2. The Secretary shall distribute a notification of election containing the due date to accept nominations at least sixty (60) days before the General Membership Meeting.
 - 3.3. Nominations for Officers and Members-at-Large may be submitted to the Secretary at least forty-five (45) days prior to the General Membership Meeting. Nominations may be accomplished by submitting a written statement, not to exceed one page, of qualifications and interest. The Board shall determine the eligibility of the nominee as prescribed in these Bylaws (see Article VI Section 6) and notify BHCA Members of the nominees for each with the notice of the meeting. If no nomination is received for a position at least 45 days prior to the General Membership Meeting, nominations may be accepted from the floor at the meeting.
 - 3.4. In the event a vacancy shall occur on the Board of Directors, the vacancy shall be filled by an appointment made by the President and approved by majority vote of the remaining members of the Board of Directors. In the event of the vacancy of the President, the Vice President shall assume the role as President and appoint all other vacant positions with approval 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 Board Member.
- Section 4. Term: The term of office for Board Members shall be two years. A Board Member shall not serve on the Board more than three consecutive terms.
- Section 5. Eligibility:
- 5.1. All Officers shall be Members of BHCA and maintain their principal residence within BHSCBD.
 - 5.2. Members-at-Large shall be Members of BHCA and may maintain their principal residence outside the BHSCBD.
 - 5.3. The records of the State Department of Assessments and Taxation shall determine the principal residency of a Member.
 - 5.4. Only one person per tax account may serve as a director on the Board at a time.
- Section 6. Removal: Any Director may be removed from office, with or without the assignment of any cause, by the majority vote of the Board. A vote for removal may take place in an Executive Session at any meeting of the Board in compliance with these bylaws, provided that written notice of the intention to consider removal of such Director has been included at least seven (7) days prior to the meeting. No Director shall be removed without having the opportunity to be heard at such a meeting, but no formal procedure need be followed.
- Section 7. Resignation: A member of the Board may resign at any time by delivering written notice to the President or to the other Directors, if the resigning Director is the President. A resignation shall be effective as of the date noted in the letter of resignation. Failure of any Director to participate in the activities of the Board as evidenced by the failure to attend at least half (½) of the Board meetings in a 12-month period shall be considered an automatic resignation.

ARTICLE VII: RESPONSIBILITIES OF THE DIRECTORS

The Directors shall have the authority and responsibility delegated by the Board as follows:

- Section 1. The President shall:
- 1.1. Preside at all BHCA Board of Directors and membership meetings.
 - 1.2. Prepare an agenda for all such meetings.
 - 1.3. Serve as the chairperson of the Board of Directors.
 - 1.4. Perform such other duties of this office as may be provided by law.
 - 1.5. Be the primary spokesperson for BHCA.

- 1.6. Establish committees and be an ex officio member of all committees.
- 1.7. Serves as an alternate for the responsibilities of Treasurer in Article VII, Section 4.1.
- Section 2. The Vice-President shall:
 - 2.1. Perform the duties of the President in the event the President is incapable of performing his/her duties due to absence, illness, or disability.
 - 2.2. Perform such other duties as may be assigned by the President and/or the Board of Directors.
- Section 3. The Secretary shall:
 - 3.1. Keep records and minutes of the proceedings of BHCA.
 - 3.2. Be responsible for issuing timely notice, to include the place, time, and agenda, of all regular and special meetings of BHCA.
 - 3.3. Maintain a current list of all members of BHCA, including mailing addresses, telephone numbers, and e-mail addresses.
 - 3.4. Keep copies of all posted correspondence of BHCA.
 - 3.5. Be the custodian of the records of BHCA.
 - 3.6. Accept nominations for Board Officers and Members-At-Large.
 - 3.7. Ensure the website is maintained and kept up to date.
- Section 4. The Treasurer shall:
 - 4.1. Receive and disburse 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.
 - 4.2. Maintain complete and accurate records of all receipts and disbursements.
 - 4.3. Prepare reports for Board of Directors and membership meetings.
 - 4.4. Prepare the annual budget.
 - 4.5. Provide other financial reports as required by law or the Board of Directors.
 - 4.6. 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.
- Section 5. The Members-at-Large shall:
 - 5.1. Chair one of the standing or ad hoc committees.
 - 5.2. Perform other duties as may be assigned by the President and/or the Board of Directors.

Article VIII: COMMITTEES

- Section 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 BHCA.
- Section 2. BHCA may have standing committees to aid the Board of Directors in the performance of its duties, including, but not limited to: a) Parks and Recreation, b) Maintenance of Community Property, c) Communication, d) Roads and Stormwater Management.
- Section 3. The President, in consultation with the Board of Directors, shall select a Committee Chair for each committee.
- Section 4. Each Committee Chair, in consultation with the President, shall select committee members.
- Section 5. Committee members shall either be members of BHCA or reside in the community.
- Section 6. Committee Chairs shall provide regular status reports about committee activities and plans to the President and the Board of Directors as requested.
- Section 7. Committee Chairs shall provide budget estimates in support of their committee activities to the Board of Directors.
- Section 8. A Committee Chair may be removed from that position with or without cause by a majority vote of the Board in Executive Session.
- Section 9. Standing and ad hoc committees may hold meetings and vote on matters by means of a telephone or video conference where all persons can hear each other at the same time. Participation by such means shall constitute in-person presence of the committee member at the meeting.

ARTICLE IX: RULES AND REGULATIONS

The Board may make, implement, and enforce such rules, regulations and policies for the operation and management of 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 X: CONFLICT OF INTEREST

The Board shall adopt a conflict of interest policy that covers board members and members of the community with significant decision making authority with respect to the resources of the community. The conflict of interest policy should identify the types of conduct or transactions that raise conflict of interest concerns, set forth procedures for disclosure of actual or potential conflicts, and should provide for review of individual transactions by the uninvolved members. Approval by the disinterested Board members shall be by vote of a majority of Board members in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of Board members in attendance. The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party. Each Board member shall sign the conflict of interest policy upon taking a seat on the Board and at the beginning of each subsequent term on the Board.

ARTICLE XI: INDEMNIFICATION AND EXONERATION

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:

- Section 1. BHCA shall defend, indemnify and hold harmless each member of the Board against any and all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, reasonably incurred in connection with any action, suit, or other proceeding at law or in equity against them in their official capacity or arising out of their official duties; and
- Section 2. the Directors of the Board shall have no personal liability with respect to any contract or other obligation made on behalf of BHCA. BHCA shall defend, indemnify and hold harmless the Board from any and all liability to others on account of any such contract or obligation.

ARTICLE XII: INSURANCE

The Board shall secure insurance coverage as appropriate for its activities including, but not limited to, general liability insurance for BHCA, and directors and officers' liability insurance.

ARTICLE XIII: COMPENSATION

The Directors shall serve without compensation. Directors may be reimbursed for pre-approved expenses reasonably incurred on behalf of BHCA.

ARTICLE XIV: CORPORATE RECORDS

BHCA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors, Articles of Incorporation, Bylaws, and board approved policies.

ARTICLE XV: SIGNATURE AUTHORITY

All checks, notes, acceptances, and orders for payment of money shall be signed by the Treasurer or President. All contracts, leases and deeds of any kind shall be signed by the President, or the Vice President in the case of the President's absence.

ARTICLE VI: BUDGET PREPARATION AND SUBMISSION

- Section 1. FISCAL YEAR: The fiscal year of BHCA shall be from July 1st to June 30th.
- Section 2. BHCA shall comply with Anne Arundel County's Budget Preparation and Submission Requirements in preparing and submitting the budget to the County.
- Section 3. BHCA Members shall be made aware of the deadline to submit budget considerations to the Board of Directors at the annual General Membership Meeting.
- Section 4. The Board of Directors shall meet to discuss the budget for the next fiscal year.
- Section 5. 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 October or upon receipt from the Anne Arundel County Budget Office.
- Section 6. The proposed budget shall be distributed to all BHCA Members with the notification for the annual Budget Meeting where Members shall discuss and vote upon the budget for the upcoming year.
- Section 7. The annual Budget 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. In the event the budget is not passed, a Special Membership Meeting shall be held to vote upon a revised budget.

- Section 8. Once the budget is approved by the Members, it shall be transferred to the Special Community Benefit District Budget Request form provided by Anne Arundel County, along with proper certification, to Anne Arundel County Budget Office before the county submission deadline.
- Section 9. 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 XVII: AMENDMENTS AND RATIFICATIONS

- Section 1. These Bylaws shall supersede all previous regulations and Bylaws of BHCA and shall take effect immediately upon ratification by the Members.
- Section 2. 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 anyone other than the Board of Directors, there shall be a petition accompanying the proposed amendment signed by at least ten (10) Members.
- Section 3. All amendments shall be voted upon at a Regular or Special Membership Meeting. A copy of the proposed amendment shall be provided to the Members with the notice of the meeting at which the proposed amendment is to be considered.
- Section 4. An amendment to the Bylaws shall take effect on the affirmative vote of two-thirds (2/3) of Members submitting ballots. Refer to Article V for voting eligibility.
- Section 5. Completed ratification ballots may be mailed to the BHCA mailing address or submitted by Members present at a membership meeting.

ARTICLE XVIII: NON-DISCRIMINATION

BHCA shall not discriminate against any person on the basis of age, marital status, sex, race, color, national origin, citizenship status, ethnicity, sexual orientation, gender identity, disability: physical or mental, genetic information, or political or religious opinion or affiliation in any of its policies, procedures or practices.

ORDINANCES

GENERAL ORDINANCES

- Speed limit on Bay Highlands Drive is 25 mph. On all other roads, the speed limit is 15 mph. Obey all traffic signs.
- No parking is permitted at any time by anyone on any Road, Avenue, Drive, or paved thoroughfare in the community.
- 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 REGULATIONS

- 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 is prohibited.
- Hunting is strictly prohibited.
- Parking in the ramp area is strictly prohibited. Violators will be towed.

CONTACT INFO

The BHCA Board of Directors values communication with the entire community and distributes updates via email on a regular basis. We hope you'll share your contact information with us so we can keep you informed about meetings, events, new initiatives, emergencies, and other community news.

We would greatly appreciate it if you could complete this form and return it to the board at 3241 Washington Avenue, Annapolis, MD 21403 or by completing the form on our website at <https://www.bayhighlands.org/contact-form>. This information is kept confidential and is not shared with other residents or outside our community without consent. Questions? Email secretary@bayhighlands.org.

Thank you!
BHCA Board of Directors

HOUSEHOLD

Street Address: _____

RESIDENT 1

First & Last Name: _____

I am a (check one): ☐ Property owner ☐ Renter ☐ Relative of property owner ☐ Other: _____

Email Address: _____ Phone Number: _____

Can we include your contact info in a community directory? ☐ Yes ☐ No

RESIDENT 2

First & Last Name: _____

I am a (check one): ☐ Property owner ☐ Renter ☐ Relative of property owner ☐ Other: _____

Email Address: _____ Phone Number: _____

Can we include your contact info in a community directory? ☐ Yes ☐ No

OTHER ADULT RESIDENTS

Please provide first and last names, phone numbers, and email addresses to include in a community directory. You can add additional residents on the back side of this page.

(OPTIONAL TO INCLUDE IN COMMUNITY DIRECTORY) CHILDREN'S NAMES / PET BREED AND NAMES

(OPTIONAL) PROFESSIONS, SERVICES, ETC

If you own a business or provide a service (i.e., lawn care, babysitting, dog walking) that you would like to share with neighbors, please feel free to include those here. We'd love to support one another in our community!
