
THE PROPERTY OWNERS ASSOCIATION

OF

ARUNDEL-ON-THE-BAY, INC.

CONSTITUTION AND BYLAWS

RULES AND REGULATIONS

POLICIES

Ratified September 27, 1997
Amended November 22, 2003
Amended January 24, 2004
Policies added June 19, 2004
Amended June 25, 2005
Policies amended April 22, 2006
Policies amended June 24, 2006

Constitution Updated November 2018

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**THE PROPERTY OWNERS ASSOCIATION OF
ARUNDEL-ON-THE-BAY, INC.
CONSTITUTION AND BYLAWS**

ARTICLE I – NAME

Pursuant to and in accordance with Certificate of Incorporation #A13869, as recorded by the State of Maryland, Tax Commission, on June 3, 1949, the name of this organization shall be "The Property Owners Association of Arundel-On-The-Bay, Incorporated".

ARTICLE II – PURPOSE

The purpose of this Organization shall be the promotion and protection of the general interest, welfare, and property of the members of the community of Arundel-On-The-Bay, Anne Arundel County, Maryland.

ARTICLE III - MEMBERSHIP

Sec. 1 Membership in the Organization shall consist of FULL and ASSOCIATE members and shall be limited to those persons meeting the conditions set forth in Sec. (2) and (3) of this Article.

Sec. 2 FULL membership shall consist of real property owners only, as listed on the tax list of Arundel-On-The-Bay as provided by Anne Arundel County, and shall include the owners of both improved and unimproved properties located in Arundel-On-The-Bay.

Sec. 3 Associate membership shall consist of those residents of Arundel- On-The-Bay who are not owners of real properties in Arundel-On –The-Bay, and such members shall be entitled to all rights and privileges of FULL members, except that such Associate members shall not vote or hold office in the Organization.

ARTICLE IV – MEETINGS

Sec. 1 **GENERAL MEETINGS:** A minimum of four (4) General Meetings shall be called annually: a meeting shall be held in April for the purpose of taking nominations; a meeting shall be held in June for the purpose of elections; a meeting shall be held in the fourth quarter for the purpose of taking input on the budget, and a meeting shall be held in December or January for the purpose of voting on the budget.

Sec. 2 SPECIAL MEETINGS: Special Meetings may be called by the President as the need arises, upon petition of a majority (4) of the Board of Directors, or upon petition of a majority (51%) of the FULL membership of the Association.

Sec. 3 Written notice of the date, time and location of each General Meeting or any Special Meeting shall be given by mail to each FULL member at least 15 days prior to each meeting, except for those meetings at which a vote will be taken to expend or not expend monies, in which case 30 days notice by mail shall be given. Inclusion of a notice in an official newsletter shall be sufficient for the purpose of complying with this section.

Sec. 4 A quorum for the purpose of doing business shall consist of fifteen (15) FULL members.

ARTICLE V - ASSESSMENTS AND DUES

Sec. 1 The Association reserves the power to assess and collect annual dues or special assessments if it determines such to be necessary.

Sec. 2 The fiscal year shall begin July 1 and end June 30.

Sec. 3 Annual dues and special assessments shall be first proposed by the President, Treasurer, or Board of Directors; approved by a majority (51%) of the members of the Board of Directors present; and subsequently ratified by a majority (51%) of the FULL members present at a duly-noticed general meeting of the Association.

Sec. 4 Tax assessments may be levied pursuant to the Association=s status as a Shore Erosion Tax District and/or a Special Community Benefit District. In levying these assessments, the Association shall follow the requirements provided in this document for the levying of dues and special assessments as well as Anne Arundel County=s rules and regulations. In the case of a conflict, Anne Arundel County=s rules and regulations shall take precedence.

ARTICLE VI - VOTING

Sec. 1 Every FULL member (as defined in Sec. 2 of Article III) shall be eligible to cast one vote.

Sec. 2 If a residence is held in a trust or business, the trust or business, itself, receives one ballot, regardless of the number of residents.

Sec. 3 Voting shall be by a show of hands, except that the election of Officers and/or members of the Board of Directors shall be by secret ballot. Any FULL member may move to

require a secret ballot on any question pending for a vote, which must be approved by a vote of at least 51% of the FULL members present.

Sec. 4 Absentee ballots shall be provided for the general election only.

Sec. 5. Proxy voting is permitted as defined herein. Joint owners of the same property may use proxy voting for only those individuals owning the same property. No more than one proxy per attendee of the meeting shall be permitted. Property owners shall be determined by the current tax list of Arundel-On-The-Bay as provided by Anne Arundel County. The proxy authorization must be in writing, signed by both parties.

ARTICLE VII - ELECTION OF THE BOARD OF DIRECTORS

Sec. 1 There shall be a Board of Directors consisting of seven (7) members elected at large, with the President and Treasurer as ex-officio members of the Board who have no vote. All nominees for the Board shall be FULL members at the time they are nominated, at the time they are elected, and for the entire period of their term in office.

Sec. 2 Board members shall be elected to a term of two years, with three (3) of the seven (7) being elected in even years and four (4) in odd years.

Sec. 3 A Board Member=s term of office shall be limited to no more than four (4) consecutive years at any one time.

Sec. 4 Election of the members of the Board of Directors shall take place at the general meeting in June and shall be subject to the same rules of election as for Officers of the Association.

Sec. 5 The Board of Directors shall have the power to adopt all necessary regulations and policies to facilitate the functioning of the Association. Except in case of emergency, the Board shall submit proposed regulations and policies to the membership for approval before implementation. In cases of emergency, the Board may temporarily adopt regulations or policies, which shall then be submitted to the membership for approval at a general meeting within 90 days of their temporary adoption.

Sec. 6 A quorum for the purpose of conducting business as the Board of Directors shall be four (4). Members of the Board of Directors may participate in a meeting by means of a conference telephone or other communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at the meeting.

ARTICLE VIII - ELECTION OF OFFICERS

- Sec. 1 All nominees for elected offices shall be FULL members at the time they are nominated, at the time they are elected, and the entire period of their term of office.
- Sec. 2 The Officers of the Association shall be: President, Vice-President, Treasurer and Secretary. A Parliamentarian or Assistant Secretary may be appointed by the President if desired.
- Sec. 3 The line of succession in the case of the absence or inability of a President to serve shall be Vice-President, Treasurer, Secretary, and Chairman of the Board.
- Sec. 4 The President shall be elected for a two-year term. The President is eligible for re-election, but may not serve more than two consecutive terms. The election shall be held at a general meeting in June in the odd years from a slate submitted by the Nominations and Elections Committee or from a nomination from the floor.
- Sec. 5 The Vice-President and Secretary shall be elected for a one-year term at a general meeting in June from a slate submitted by the Nominations and Elections Committee or from a nomination from the floor.
- Sec. 6 The Treasurer shall be elected for a two-year term. The election shall be held at a general meeting in June in the even years from a slate submitted by the Nominations and Elections Committee or from a nomination from the floor.
- Sec. 7 The nominee receiving the largest number of votes shall be declared elected to office.
- Sec. 8 Those elected shall assume their duties July 1.
- Sec. 9 All outgoing Officers and members of the Board of Directors shall turn over all Association records and property to the incoming Officers and members of the Board of Directors as soon as possible, but in no case more than 30 days following the election.

ARTICLE IX - COMMITTEES

- Sec. 1 The President may appoint Chairmen of the Standing Committees as follows: Planning, Development and Community Services; Hospitality and Recreation; Membership; Pier and Boat Ramp; and Security. The Chairman of the Board shall designate a Board member as an ex-officio member of each active committee.
- Sec. 2 Ad Hoc Committees may be created by the President as desired. Ad Hoc Committees

shall disband at the fulfillment of their assignment or at the direction of the President.

Sec. 3 The Nominations and Elections Committee shall be elected by the General Membership at the first General Meeting after the June election meeting and shall consist of no fewer than three (3) members and no more than five (5) members.

ARTICLE X - DUTIES OF THE BOARD OF DIRECTORS AND OFFICERS

Sec. 1 Board of Directors

- a. Shall elect its own Chairman at its first meeting following the June election General Meeting.
- b. Shall meet at least bi-monthly.
- c. Shall interpret existing regulations and policy, and make new regulations and policy, in accordance with the provisions of this Constitution and in accordance with county, state, and federal laws.
- d. Shall instruct the President to act for the Property Owners Association of Arundel-On-The-Bay, Inc., in accordance with such regulations and policy.
- e. Shall compile and keep an updated record of all regulations and policies in effect and of all minutes of the meetings of the Board of Directors, which shall be made available to any FULL member upon reasonable request.
- f. All historical files and records shall be surrendered by outgoing Board members, Officers and Committee Chairs within 30 days from completion of term or appointment, and will be placed in a central storage facility.

Sec. 2 President

- a. Shall be the principal Executive Officer of the Association, shall execute and administer the programs, policies, rules and regulations of the Association; shall be primarily responsible for the day-to-day operations of the Association; and shall be responsible for executing the provisions of the budget.
- b. Shall appoint a newsletter editor, whose responsibility it shall be to publish the official newsletter of the Association, The Pier.
- c. Shall appoint chairmen for all Standing Committees (except the Nominations and Elections Committee which is elected) within thirty (30) days of taking office.
- d. May appoint a Parliamentarian, Chaplain, or Assistant Secretary, if desired.
- e. Shall appoint a FULL member to any unexpired office in the Association, which appointment must be approved by a majority (4) of the Board of Directors.
- f. May create Special (Ad Hoc) Committees as the need arises.
- g. Shall be the keeper of the seal.
- h. Shall perform all other duties of the office as specified by Robert's Rules of Order.

Sec. 3 Vice-President

- a. Shall assume responsibilities of the President in his or her absence.
- b. Shall assist the President in the discharge of his or her duties upon request.
- c. Shall have the specific supervision of committees as determined by the President.
- d. Shall perform all other duties of the office as specified by Robert's Rules of Order.

Sec. 4 Treasurer

- a. Shall preside in the absence of the President and the Vice-President.
- b. Shall keep accurate account of all income, expenses, assets and liabilities of the Association, and shall be able to produce records of the same upon reasonable request.
- c. Shall make a financial report to the Board of Directors and the Association at each scheduled meeting and upon reasonable request.
- d. Shall deposit to the appropriate AOTB financial account all monies collected by or on behalf of the Association, exclusive of those monies retained by Anne Arundel County.
- e. Shall release funds, either by conventional check or electronic bill paying, under her or his signature, upon receipt of a bill or voucher, with all expenditures reviewed monthly by the President or Vice President.
- f. Shall have the authority, with approval of the President, to engage the services of a certified public accountant. With Board approval, may enlist the services of a bookkeeper appointed by the President to assist with administrative tasks for a period determined by the President.
- g. Shall be responsible for all bank transactions and such other duties as specified by Robert's Rules of Order.

Sec. 5 Secretary

- a. Shall preside over meetings in the absence of the President, Vice-President, and Treasurer.
- b. Shall keep accurate records of the meetings of the Association (both General and Special).
- c. Shall prepare "Memoranda of Reminder" on actions taken by the Association and distribute same to responsible officers or committee chairman for follow-up within ten (10) days following the meeting in which the decision was made.
- d. Shall keep all minutes in a permanent ledger for filing as part of the history of the AOTB.
- e. Shall perform other duties of the office as specified by Robert's Rules of Order.

Sec. 6 Parliamentarian (if appointed)

- a. Shall assist the President in selecting the procedures to be used in the execution of the business of the Association in accordance with the policies, rules, regulations and Robert's Rules of Order.

- b. Shall be versed in parliamentary procedure and shall have available at all meetings (1) Robert's Rules of Order, (2) the Constitution and By-Laws of the Association, and (3) the policies, rules and regulations of the Association.
- c. Shall perform other duties of the office as specified in Robert's Rules of Order.

Sec. 7 Chaplain (if appointed)

- a. May open and close all meetings with appropriate exercise.
- b. May perform all other special duties of a religious nature upon request.

Sec. 8 Removal From Office

- a. Any officer or director (appointed or elected) of the Association may be removed from office, for just cause, by a two-thirds (2/3) vote of the FULL members present at a General Meeting of the Association, provided that (a) the officer or director has been notified of this action at least thirty (30) days prior to this meeting, and (b) such proposed action has been included in the notice of the meeting, including the reasons for the proposed action.
- b. Any member of the Board of Directors who is absent from four (4) regularly scheduled meetings of the Board of Directors in any fiscal year shall be considered to have automatically resigned from the Board of Directors.

ARTICLE XI - DUTIES OF COMMITTEES

Sec. 1 Chairmen of Standing Committees

- a. Shall appoint an appropriate number of sub-committees to best meet the particular needs and requirements of Arundel-On-The-Bay.
- b. Shall be required to meet with the Board of Directors as requested.
- c. Shall perform such other duties as requested by the President.

Sec. 2 Special (Ad Hoc) Committees

- a. Shall execute the duties spelled out by the President at the time of their creation.
- b. The President shall have the authority to dissolve any Special (Ad Hoc) Committee at any time.

Sec. 3 Committee on Planning and Development and Community Service

- a. Shall maintain written assessment, with priorities, of the needs of Arundel-On-The-Bay.
- b. Shall develop long and short range plans.
- c. Shall be responsible for (1) maintenance and beautification of all community property, (2) environmental health and welfare, e.g., arranging for the clearing and cleaning of neglected unimproved property, organizing community cleanups and the control of litter on community and public streets and roads, and (3)

maintenance of road signs, mosquito control, and fire control.

Sec. 4 Membership Committee

- a. Shall maintain an up-to-date mailing list of all FULL and ASSOCIATE members of Arundel-On-The-Bay and shall designate same by code:
 1. FULL Members: Real property owners.
 2. ASSOCIATE Members: Non-real property owners who are residents.
- b. May publish a mailing list as desired.

Sec. 5 Hospitality and Recreation Committee

- a. Shall advise the President on all matters pertaining to the recreational programs and activities of the Association.
- b. Shall express the sympathy of the community as prescribed when adversity strikes the members of Arundel-On-The-Bay.
- c. Shall arrange to meet all new residents in Arundel-On-The-Bay to make them feel welcome and to explain the obvious benefits of living in the community.
- d. Shall see that each new family receives a copy of the Constitution and By-Laws of the Association as well as the Rules and Regulations.

Sec. 6 Nominations and Elections

- a. Shall ascertain which offices are open for election and shall notify the membership, no less than 15 days prior to the April General Meeting, inviting nominations for open offices.
- b. Shall prepare a slate listing the names of the persons nominated for each office, after having ascertained that each prospective nominee is both willing and eligible to serve in a given capacity; and shall present the slate at the April General Meeting.
- c. Shall prepare an official ballot imprinted with the community seal and mail to members in accordance with Article III, Secs. 2 and 3 (eligibility) and Article VI, Secs. 1 and 2 (voting privileges).
- d. Shall close voting at the start of the June General Meeting, Count ballots, and determine the successful candidates, who shall be announced immediately at that meeting.

Sec. 7 Security Committee

- a. Shall be responsible for arranging security throughout the Community.
- b. Shall issue vehicle decals to identify personal automobiles of members of Arundel-On-The-Bay.
- c. Shall issue recreational trailer decals to identify all recreational trailers authorized to use the Community launching ramp and other facilities.
- d. Shall issue guest passes for the vehicles of guests of Arundel-On-The-Bay members.

- e. Shall supervise security officer patrols of the Community, including establishing work schedules, estimating budgets, and verification of hours worked.
- f. Shall be responsible for providing written notification to vehicle owners who repeatedly violate the Street Parking Regulation. Shall also be responsible for having vehicles towed if necessary.
- g. Shall be responsible for issuing approval for functions being held on Community Property for parties of more than 25 people.

Sec. 8 Pier and Boat Ramp Committee

- a. Shall be responsible for the operation of the Community pier and boat launching ramp.
- b. Shall establish the priority for the docking of boats at the Community pier.
- c. Shall recommend to the Board the annual fee and/or deposit required for use of the pier and/or boat ramp.
- d. Shall deposit all monies collected on behalf of the Association with the Treasurer.

ARTICLE XII - AMENDMENT

Sec. 1 This Constitution shall be adopted and ratified and may be amended by three-fourths (3/4) of the FULL membership present at any General Meeting or Special Meeting for which a prior written notice of at least thirty (30) days has been given each member.

Sec. 2 Regulations or Policies approved by the Board of Directors to facilitate the implementation of goals and objectives of the Corporation shall have the same status as the Constitution and By-Laws until such time as they can be incorporated as an amendment.

ARTICLE XIII

Any matter coming before the organization and not herein stated shall be guided by Robert's Rules of Order.

ARTICLE XIV - EFFECTIVE DATE

Sec. 1 The provisions of this Constitution shall become effective as of the date of ratification by the General organization.

Sec. 2. This Constitution amends that Constitution approved May 7, 1983, and was prepared and submitted to the Membership, July 21, 1997; reviewed for comment from the Membership at the General Meeting held August 23, 1997; and was approved at a Special

Meeting of the Association held September 27, 1997. The Constitution was further amended at a General Meeting held November 22, 2003, and it was further amended at a General Meeting held January 24, 2004.

Date of RatificationSeptember 27, 1997
Date of Amendment.....November 22, 2003
Date of Amendment.....January 24, 2004
Date of Amendment.....June 25, 2005

**Property Owners Association
of Arundel-On-The-Bay**

RULES AND REGULATIONS

The following Rules and Regulations outline standards and procedures for the protection and welfare of the property owners and residents of Arundel On The Bay.

I. Community Property / Recreational Areas:

1. Only property owners, residents and identified guests shall have access and use of community property and recreational areas.
2. These areas are defined as the beach, boat ramp, pier, playgrounds, and unimproved roads commonly referred to as paper roads or walks.
3. Use of any community and/or recreational area in a manner which disturbs neighboring residents is not appropriate or acceptable behavior. Exhibit sensitivity and respect for your neighbor and community.

A. Beach:

- ! Grilling is permitted only on the beach grill.
- ! Swimming is permitted only between the hours of dawn and dusk.
- ! No garbage or trash is to be left in the area.
- ! Dogs are not allowed.
- ! Autos shall be parked in designated areas or returned to the resident's property.

B. Boat Ramp/Pier:

- ! Boat launching is permitted only between the hours of dawn and dusk.
- ! No children are allowed without adult supervision.
- ! Boat trailers shall be parked in designated areas or returned to the resident's property.

C. Magnolia Beach Area: Guidance for use of the beach area for family gatherings and

beach parties of greater than twenty-five (25) people.

- ! Arrangement for use of the beach area must be made with the Security Officer (or, when he/she is not available, with the President) at least three (3) weeks in advance of desired date of use.
- ! Failure to obtain authorization for use of the beach for private parties will result in immediate removal from the area.
- ! The sponsor must post a Refundable Bond of \$250 to insure that the beach area is cleaned after the affair and that all trash has been removed.
- ! The sponsor of the affair is responsible for the conduct and behavior of his (her) guests.
- ! The sponsor and/or his guests must be respectful and considerate of adjacent property and property owners, i.e., loud music, invading adjacent property and parking illegally.
- ! Guests at the affair shall be limited to 100 people.
- ! The sponsor must provide a "Porta-Potty" for use by his (or her) guests and it must be placed among the trees or brush at the far end of the beach on the pumping station platform. This is a requirement when you have more than twenty-five guests.
- ! All affairs on the beach must end at dusk.
- ! All trash and garbage must be removed from the beach area by the sponsor of the affair and disposed of by him (her) at the conclusion of their party. There are no facilities or provisions for removing trash and garbage from the beach area.
- ! Failure to abide by the rules will result in denial of further use of the beach area for future affairs by the party sponsor for two years.

II. Streets / Parking:

1. All streets provide access for emergency response vehicles and are considered fire lanes.
2. No parking is allowed on any paved street or unimproved street that accesses residential property or is designated as an Anne Arundel County fire truck drafting site.
3. The Association will maintain a system of vehicle and boat trailer identification.
4. Residents shall obtain appropriate decals from the Security Committee representatives.
 - A. Auto decals shall be displayed on the left rear door window or fixed window (if applicable).

B. Boat Trailer decals shall be displayed on the left rear bumper adjacent to the license plate.

III. General:

1. Residents shall provide an appropriate number of passes to guests when unaccompanied and using Community property/recreational areas such as the beach, boat ramp, etc.
2. Guests passes will be distributed and/or made available upon request by the Security Committee representatives.
3. Open burning is not permitted on any Community property.
4. Dogs shall be controlled and leashed at all times.
5. Residents walking their dogs shall clean-up when required with appropriate Apoooper scoopers≡.
6. AOTB is a neighborhood watch community. Use 911 when necessary for the safety and security of all residents.

Approved with revisions September 27, 1997.

**Property Owners Association
of Arundel-On-The-Bay**

POLICIES

I. Purpose:

The Property Owners Association of Arundel-On-The-Bay establishes these Policies, in accordance with its Constitution, Article X, Section 1.e, as necessary to ensure the effective administration of Association business. Any policy issue not clarified in this section will be taken to the Board of Directors for a decision.

II. Transition of Officers and documents:

- A. Within three weeks of announced transition of Officers, Board of Directors and/or Volunteers, the incumbent shall prepare transmission documents that address any items of significance needed to be communicated to the successor of that position.
- B. Copies of the transmission documents shall be forwarded to the President and to the Chairman of the Board of Directors of the Association.

III. Alterations to Community Property:

- A. Property owners are encouraged to beautify POA-AOTB owned (Community) property adjacent to their own property. However, written permission must be obtained from the Board of Directors prior to the clearing of trees, the planting of trees or significant shrubs, or the erection of structures of any kind on Community property, including roads, swales, and rights-of-way, whether Anne Arundel County or POA-AOTB Property.
- B. It shall be the responsibility of the resident seeking to make the alterations or improvements to obtain any engineering services necessary and all permits needed at their own expense.
- C. All alterations and improvements shall be in accordance with the then current edition of the Anne Arundel County Design Manual as published by Anne Arundel County and available for review at <http://www.aacounty.org/bin/w/c/DMChapter01.pdf>, and with any other criteria deemed necessary by the POA-AOTB Board of Directors.

- D. Any activities undertaken on Community property shall not form the basis for (1) any claim of right to reimbursement for the work done, or (2) any claim of right of ownership to the underlying property.

IV. Storage Facility Policy:

- A. All documents accumulated by any Association volunteer, elected or appointed, which related to work done for the Property Owners Association of Arundel-On-The-Bay, shall be considered property of the Association.
- B. Documents not needed for the day-to-day operation of the Association, as determined by the President, Vice-President, Treasurer, Secretary, and Board Chairman, shall be archived in a commercial storage facility available 24 hours per day and seven days per week.
- C. Access to these facilities and the stored documents will be limited to the President, Vice-President, Treasurer, Secretary, and the members of the Board of Directors.
- D. Association members or other persons may have access to the storage facility when accompanied by at least one of the persons listed in paragraph IV.C.
- E. The Association will cooperate fully with all law enforcement requests regarding the storage facility and the documents.
- F. The Association reserves the right to refuse to disclose documents based on matters of legal privilege.
- G. Reproduction of archived documents will be made available to elected Officers and/or the Board of Directors at the expense of the Association upon request.
- H. All members of the Association and/or other individuals wishing to receive copies of archived documents must submit a request in writing to the President and to the Board of Directors Chairman. The request must be approved by the Board of Directors before the documents are reproduced and distributed. The person requesting the documents shall incur the expense of reproduction of the documents.

V. Communications Policy:

- A. The Association shall establish and maintain an internet WEB site. The WEB address shall be WWW.POA-AOTB.ORG. The intent of the WEB site is to provide immediate access of information for the Community members while maintaining an equitable and fair presentation of Association business and activities.
- B. The Association WEB site shall be maintained for the Association by the Secretary and/or his/her designee.
- C. Information and/or items posted to the WEB site must be in accordance with POA-AOTB Constitution, Rules and Regulations, and Policies.
- D. Advertisements and/or links to other WEB sites shall only be posted if approved by the Board of Directors, and offer particular benefit to the community. Advertisements and/or links to alcohol, tobacco, fire arms, political, or pornographic sites shall not be permitted.
- E. The Board of Directors shall establish the advertising rate for the WEB site. The Board of Directors may establish a fee for links to other WEB sites.
- F. The WEB site shall foster educational items for the purpose of informing and assisting residents in developing and maintaining a quality of life in Arundel-On-The-Bay.
- G. Images posted to the WEB site shall provide attractive visual information and shall be esthetically appealing in accordance with Association accepted standards.
- H. No Political and/or Religious messages shall be posted to the WEB site.
- I. Letters Policy for The Pier: Address to: Letters to the Editor, c/o The President, Property Owners Association of Arundel-On-The-Bay, PO Box 4665, Annapolis, MD 21403. E-mail letters to the President's e-mail address as listed in The Pier. No attachments please. POA-AOTB does not publish letters that are libelous, in bad taste, or part of an organized letter-writing campaign. Letters are limited to one per person per issue, and of no more than 300 words. Include an address and daytime phone number so that letters can be verified. Anonymous letters will not be published. The President and Chairman of the Board shall determine if a submitted letter is to be published. All submitted letters shall be made available at the next General Meeting following the published issue of The Pier.
- J. Membership Directory: The Association may publish a Membership Directory or similar document. The information contained in such document, and the

supporting electronic files to produce the document, shall be the exclusive property of the Property Owners Association of Arundel-On-The-Bay, Inc., and shall be provided for the personal use of its members. Any other use, including private or commercial solicitation, is expressly forbidden without the written permission of the Board of Directors of the Property Owners Association of Arundel-On-The-Bay, Inc.

Policies approved at General Meeting, Saturday, June 19, 2004

Revised at a General Meeting, Saturday, April 22, 2006 (Policy V.I Letters Policy for The Pier)

Revised at a General Meeting, Saturday, June 24, 2006 (Policy V.J Membership Directory)