



## ARDEN BEACHES INCORPORATED

### Arden on the Severn

## POLICIES FOR ARDEN BEACHES INC AND 2022 ONLINE REGISTRATIONS

### GENERAL INSTRUCTIONS

1. Please review carefully any saved information from previous year's data.
2. Where information needs to be changed, please update with correct information.
3. The lot owner must ensure that ABI pass/permit information is kept current with the ABI registrar (either online via website or with paper submittal)

### LOT INFORMATION

1. Lot information includes the total number of lots and the lot numbers associated with the property address.

### PROPERTY/LOT OWNERS

1. Owner information includes owner full names, mailing address, contact phone numbers and e-mail addresses.
2. Owner names (must include all owners of property on the current deed with the state of Maryland Deed Records)
3. Mailing address is the address where you want ABI correspondence mailed.
4. Email addresses (primary and alternate), phone numbers (primary and alternate) will be used for official ABI correspondence and inquiries only.

### RENTERS

1. Renter Information includes renter(s) full names, mailing address, Arden address, contact phone numbers and email addresses.
2. Renter names must include all renters of a property on the current lease.
3. Email address and phone number will be used for official ABI correspondence and inquiries only.
4. Renter beach passes may be requested for adult renters and their dependents. A copy of **two** of the following documents listing the renter's name and the Arden address must be provided to ABI in order for renters to receive ABI amenities: current lease, a driver's license, Maryland change of address certificate, state/federal ID, or official correspondence such as a pay stub, utility bill, bank statement etc. There is a \$25 per family fee for renter beach passes plus optional desired permits.
5. Property owners must be current with their annual ABI property fees in order for a renter to receive ABI amenities.

### BEACH PASSES

1. All owners on the Maryland deed must be listed. However, only one owner must read and acknowledge the ABI policies as listed on the website.
2. Dependent passes are issued according to the following policy:
  - a. Under twelve years of age: no pass is issued or required.
  - b. Twelve to twenty-one years of age: a pass is required but no proof of residency must be submitted
  - c. Over twenty-one years of age: a pass is required and proof of residency must be submitted. Please submit a copy of driver's license or state/federal ID, official correspondence such as a pay stub, utility bill, bank statement etc. showing an Arden Beaches address.
3. Renters may receive beach passes once the requirements of residency have been met and the \$25 annual ABI fee has been paid.
4. Each beach pass holder is entitled to only four guests and is responsible for guest conduct.

## OPTIONAL PERMIT POLICIES

### 1. VEHICLE PERMITS

- a. A vehicle permit is required to park at any ABI beach/ramp/property and is valid for a full calendar year.
- b. Vehicle permit requires the following documentation: current vehicle registration in the name of the Arden resident.
- c. Each vehicle permit costs \$10 annually.
- d. Permits must be adhered to the driver's side windshield and are not transferrable between vehicles.
- e. Vehicles with an improperly displayed permit are subject to towing.

### 2. DINGHY PERMITS

- a. A dinghy permit is required for permanent docking of a dinghy at Ramp 4 and is valid for a full calendar year.
- b. Dinghy dock permits are for ABI residents only and must be displayed on the dinghy hull.
- c. A dinghy permit costs \$25 annually.
- d. Dinghies must be maintained and secured at the Ramp 4 dock. Dinghies that are not maintained are subject to removal.

### 3. RAMP PERMITS

- a. A ramp permit is required for use of an ABI boat ramp and is valid for a full calendar year.
- b. Ramp permits require the following documentation: current trailer registration **OR** boat title **OR** current boat registration in the name of the Arden resident.
- c. Ramp permit must be displayed on the trailer mast/winch on the driver's (left/port) side.
- d. Failure to properly display ramp permit may result in the vehicle/trailer being towed.
- e. Ramp option cost is \$75 for a single ramp permit plus \$25 for each additional permit.

### 4. WATERCRAFT RACK PERMIT

- a. A watercraft (kayak, paddleboard, canoe) permit is required for storage on the racks at Beaches 1, 2, 4 & 5 and is valid for a full calendar year.
- b. Permits must be adhered to the hull and visible.
- c. Each watercraft permit costs \$25.
- d. Any watercraft utilizing the storage racks without a valid permit will be removed.

## REQUIRED PAYMENTS AND FEES

- Required payments and optional fees are listed on the ABI website under 'Dues' at <https://ardenonthesevern.org/Dues>
- Late Fee – A \$10 late fee is charged for every year late in payment of ABI annual mandatory fees. This fee is imposed in current year if payment is received after March 1<sup>st</sup> of registration year.
- Collection Fee– An additional \$20 is charged annually at the end of each year when ABI annual mandatory fees are not paid in the year of assessment.
- Returned Check Fee – A \$25 fee will be added for all returned checks.
- Total property payment is the sum of ABI annual mandatory fees, late and collections fees, credits and options.

## CREDITS

- Any overpayment will be applied to the next year's Property Fee(s) or can be donated to ABI's general fund.

## SIGNATURES

- All primary property owners and primary renters must acknowledge they have read and agree to adhere to ABI Rules and Regulations either electronically on the website or via paper copy.

— All Policies herewith become effective October 31, 2021 and will remain in effect until further notice.