

INFORMATION AND INSTRUCTIONS FOR ARDEN BEACHES INC. REGISTRATION

GENERAL INSTRUCTIONS

1. All information that is currently on your preprinted invoice is based off information received from the last registration year that was paid. **Please review carefully for errors and completeness.**
2. Where information on the preprinted invoice needs to be changed, please cross out completely and clearly print, in capital letters, the correct information.

LOT INFORMATION

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

OWNERS

1. Owner information includes owner names, mailing address, contact phone numbers and e-mail addresses, and an option for paperless billing. (note: paperless billing is still not available)
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 to which you want ABI correspondence mailed.
4. Primary and alternate phone numbers, with area code, should be numbers at which you can be reached for official ABI correspondence and inquiries.
5. Primary and alternate e-mails should be addresses at which you can be reached for official ABI correspondence and inquiries. E-mail provides a quick, efficient, and affordable means of correspondence.
6. Check the paperless billing box if you would like your invoice generated at the paperless status and sent electronically via email. This will pertain to all correspondence once it is chosen. Paperless billing expected to be available in 2017.
7. Note: Renters (if applicable) must be listed on page 2 if renter passes or permits are requested.

BEACH PASSES

1. All owners on the Maryland deed must be listed and sign invoice to obtain passes.
2. Dependent Passes are based upon the last year issued. If adding a dependent over 18 yrs old that is not currently listed please include proof of residency.
3. Note: Renter beach passes from page 2 (if applicable) may be requested for adult and dependent renters. There is a \$25 per family fee for renter passes. Please indicate number if families requesting passes if multiple family rental.

OPTIONS

1. Vehicle and Ramp Permits are based upon the last year issued.
2. If adding a vehicle or ramp permit requests, please write in the tag numbers, include a copy of the registration, and add the appropriate fee to the total.
3. If deleting a vehicle or trailer (vessel), please cross out the entry and remove the appropriate fee from the total.
4. Note: Renter options from page 2 (if applicable) have same requirements as owner options.

PAYMENTS

1. Dues (note: DUES ARE REQUIRED IN ACCORDANCE WITH THE PROPERTY DEED OF TRUST)
 - a. Current dues reflect the dues based on the total number of lots at a rate of \$22 per.
 - b. Past Due reflects dues not paid in the past years plus a \$10 per year late fee.
 - c. Collection fee of \$20 for every 2 years late in payment of dues.
 - d. Last year paid indicates the last year that ABI received payment for dues.
 - e. \$25 fee will be added for all returned checks
 - f. Past credits and debits reflect overpayments or underpayments from previous years.
2. Options
 - a. Vehicle option cost is the total number of vehicle permit requests times \$10 per vehicle rate.
 - b. Ramp options cost is \$75 for a single ramp permit request plus \$25 for each additional request.
3. Total Payment
 - a. Total Owner payment is the sum of dues, fees, credits, and options.
 - b. Total Renter payment from page 2, if applicable, should be included in payment. Renter vehicle and ramp cost schedule follows same rules as owners. There is a \$25 per family fee for renter passes.

SIGNATURES

1. By signing owners (and renters if applicable) are confirming that they have read and agree to the Rules and Regulations included on the reverse side of these instructions. Please maintain Rules and Regulations for your information.

ARDEN BEACHES INC. RULES & REGULATIONS

Your deed dictates mandatory annual beach association dues that are based on the number of lots associated with the property. The dues are non-negotiable and mandated by property deeds for all properties in Arden on the Severn. Beach passes are issued to owners by the ABI Registrar once the payment is made and processing is complete. Annually owners are required to complete the registration with accurate and updated information, sign and date. Signatures acknowledge that the owners have read and agreed to the Rules & Regulations. All forms needed to complete this process is located in the Documents section of the ABI menu at www.ardenonthesevern.com. If you have any questions, please feel free to use the CONTACT US form on the website.

BEACH RULES: Please take a few moments to read and understand these rules for Arden Beaches. The rules are in place for your safety, as well as others, that use the beaches!

- Current ABI beach cards and ID must be shown upon request to any ABI designee or police authority.
- Current ABI vehicle stickers must be displayed on all vehicles parked in designated areas.
- No pets are allowed in the beach areas.
- No glass containers unless managed by ABI at events.
- Beach hours are from 5 AM-11 PM. Gates close for vehicles at sunset.
- Excessive noise, conduct and/or foul language will not be tolerated.
- Boating, fishing and crabbing are not permitted in the designated swim areas.
- Boaters may use piers for loading and unloading ONLY.
- All trash must be deposited in the receptacles provided.
- Failure to comply with any of the above rules and regulations could result in the suspension of beach privileges.
- All beach properties may be closed at any time by ABI for the safety and well-being of others.
- THERE WILL BE ZERO TOLERANCE FOR UNDERAGE DRINKING AT ALL ARDEN BEACH PROPERTIES!!!

BEACH PASSES:

- Access to Arden's beaches is for residents and their guests.
- Non-residents are welcome but MUST be accompanied at all times by a beach card carrying resident of Arden.
- Beach cards are NON-TRANSFERABLE and must be carried by the individual to whom it is issued.
- We urge all residents to keep another form of ID with them at all times. This is to prove identity and residency and stop fraudulent admission to beaches. Without your beach card and identification, you may be requested to leave till this can be obtained.
- Owner beach cards entitle holder to 4 guests.
- Dependent and renter beach cards entitle holder to 1 guest.

PARKING PERMITS:

- Parking at the beaches is for vehicle permit holders ONLY.
- ALL cars parked on ABI property MUST display an ABI permit or Temporary Parking Pass or risk being towed at the owner's expense.
- Vehicle and Ramp permits are NON-TRANSFERABLE between vehicles and are directly tied to the license plate displayed on the vehicle.
- The permit must be permanently attached to the vehicle in the area designated. Vehicle permits should be displayed at the bottom side of the driver's windshield. Ramp permits should be displayed on the driver's side of the hitch.
- Vehicle Permits are optional but are required to park on ABI property.
- If adding any vehicle or ramp permit options copies of registrations are required. All forms that are required are located in Documents section of the ABI menu at www.ardenonthesevern.com