

# The Longbranch Improvement Club

## LONGBRANCH MARINA REGULATIONS 01/01/2022

The Longbranch Marina (Marina) is owned and operated by The Longbranch Improvement Club (LIC – a membership organization). The Marina is primarily a private community facility for the moorage of recreational vessels by LIC members; however, the LIC and Marina also welcome visitors, and short-term transient moorage is available to all recreational boaters on a "First-Come, First-Served" basis. The Marina provides a variety of boat moorage services as follows: (A) Guest Moorage, (B) Permanent Moorage, (C) Boathouse Moorage, (D) Temporary/Winter Moorage, (E) Small Boat Moorage, and (F) Kayak Moorage. Complete rules for moorage are contained in the MOORAGE RULES AND RATES sheet which can be found on the LIC website or can be obtained from the Marina office.

A Marina Advisory Group or Committee (Committee) with a Marina Chair (Chair) elected by the LIC membership has overall responsibility for day to day operations of the Marina. The Chair and/or the Committee may carry out some of their duties and responsibilities through a Moorage Manager and/or a Dockmaster. The Chair has the authority for all matters pertaining to admittance of tenants and assignment of moorage space; however, the Chair may designate this authority to the Moorage Manager and/or Dockmaster. In the event there is a disagreement with regard to a slip assignment or any other actions of the Chair, the Committee or any of its designees, the decision may be appealed to the LIC's board of directors, which decision is final.

**(A) Guest Moorage:** Guest Moorage is available at no charge for less than four hours. After four hours, and up to seventy-two hours, fees are required for moorage. For moorage over seventy-two hours, permission of the Dockmaster is required. Reservations for Guest Moorage are NOT accepted and space is available only on a "First Come - First Served" basis. An attempt to accommodate large groups will be made for those who contact the Dockmaster in advance. During periods of heavy use, rafting and stern-in moorage is allowed and expected. Moorage fees are posted and payment envelopes are available at or near the Marina office. Guest Moorage fees apply to ALL guest boats moored at the Marina.

**(B) Permanent Moorage:** A limited number of open-moorage boat slips are available as Permanent Moorage according to the following criteria and order: Qualified Regular Members and Regular Members (in that order – see (B-1) Eligibility for more explanation) of the LIC who satisfy the requirements for eligibility. [See **(B -1) Eligibility**]. Under certain circumstances, Associate Members and non-members may be invited to moor a vessel at the Marina. If a non-member chooses to moor a vessel at the Marina, he/she must become at least an Associate Member. An application form for Permanent Moorage is available from the Dockmaster, the Moorage Manager or on the LIC website.

**(B -1) Eligibility:** Priority for Permanent Moorage at the Marina is given first to a "Qualified Regular Member" of the LIC. To be a "Qualified Regular Member" a person must have a residence in the area, attend at least three LIC monthly general membership meetings and perform at least 15 hours of volunteer service during the year [See **LIC By-Laws, Article Three**]. The eligibility of a Permanent Moorage tenant may be subject to review by the Committee. If eligibility is in danger of breach, the tenant will be notified in writing at least 80 days prior to the termination of the lease period, which should allow ample time to get the requisite volunteer service hours or meeting requirements completed.

The LIC has a membership approved "Last In – First Out" policy in the event displacement of a Regular or Associate Member is required to make space for a Qualified Regular Member. This policy applies when there is more than one possible candidate for displacement.

**(B-2) Application Process:** To acquire Permanent Moorage at the Marina, an application form including a Declaration of Waiver must be completed and signed by the qualified applicant and submitted to the LIC

Chair or designated individual for review. Within thirty days after receiving the completed forms, confirmation indicating acceptance or rejection will be provided to the applicant.

An existing Permanent Moorage tenant may request a "change of boat slip" by submitting a completed application for Permanent Moorage form to the Chair, Moorage Manager or Dockmaster. That application form will be marked as a "Slip Change" and processed prior to individuals on Marina waitlist.

**(B-2a) Boat Qualifications:** The general dimensions of the applicant's boat must be appropriate for available permanent open-moorage slips at the Longbranch Marina, be in a seaworthy condition, and must be used exclusively for pleasure purposes while at the Longbranch Marina. Vessels used as a personal residence (commonly referred to as a "live aboard") are not allowed. For safety and to protect the Marina, the following guidelines have been approved regarding vessel size in relation to slip configuration:

- For 22' slips on Dock 'B', no more than 10% over slip length;
  - For 26' slips on Dock 'B', no more than 15% over slip length;
  - For 26' slips on Dock 'A' secured with a piling, 20% over length is permitted;
  - For all other bow or stern-in slips, 15% over length is permitted; and,
  - No similar restrictions on side tie slips.
- Also, to the extent vessels exceed the above restrictions as of the effective date of these Regulations, the owner will be asked to move their vessel when an appropriate slip becomes available, but the issue will not be forced.

In addition, the applicant must provide proof of ownership of the qualified boat, and must comply with county, state, and federal registration laws. Additionally, the applicant must provide proof of comprehensive liability insurance on their boat to the LIC [See also **(I) Insurance Requirements**].

**(B-3) Acceptance for Permanent Moorage, waiting list, and slip assignment:** When an application for Permanent Moorage is accepted, an open-moorage slip may not be immediately available. Therefore, an applicant's name may be placed upon a waiting list. The dates of application acceptance will determine the order of names on the list. The oldest date of acceptance will belong to the name on the top (or head) of the waiting list, and that name will be offered the next available appropriate open-moorage slip. If an available slip is refused by the applicant, that slip will be offered to the next applicant's name on the waiting list, and so-on. The non-accommodated applicant, or applicants may lose position on the waiting list. A current waiting list will be posted at or near the marina office and in the LIC clubhouse.

The assignment and acceptance of a boat slip is established by signatures and dates of the applicant and the Marina Moorage Manager upon the application form. A new moorage tenant has thirty days from receipt of a bill to pay the moorage fees and occupy the assigned slip [See also **(H) Payment of Fees**].

The eligibility of applicant's names on the permanent moorage waiting list is reviewed annually by the Committee [See **(B-1) Eligibility**]. If eligibility is breached, the applicant will be notified in writing and removed from the waiting list.

**(B-4) General Rules for Permanent Moorage Tenants:** All boats moored at the Marina are at the owner's risk. Tenants will maintain the piers and walkways adjacent to their assigned slip in a clean and tidy manner. **Any requests for changes and/or improvements on or near the boat slips, including placement of dock boxes or similar items, or attachment of fenders and/or other mooring**

**devices, must be submitted in writing to the Committee and must be approved in writing.** If allowed, all changes and/or improvements will become the property of the LIC at the discretion of the Committee.

A Permanent Moorage tenant is not allowed to sublet a boat slip. Upon the death of a Permanent Moorage tenant, the moorage slip assignment will be transferred only to the individual who inherits the boat. That

person must furnish appropriate proof of inheritance, and if he/she intends to keep the vessel at the Marina, must become a member of the LIC. Otherwise, if eligibility is breached, the tenant's boat must be removed from the boat slip within fourteen (14) days.

Permanent Moorage tenants will advise the Dockmaster of any planned vacancy of their assigned moorage slip occurring over a weekend or of longer than one week.

**(B-5) Sale of Permanent Moorage Tenants' Boats:** If a Permanent Moorage tenant sells his/her boat, and intends to get a new boat, he/she may retain their present slip provided it is of appropriate size for the new boat. If not of appropriate size, the selling tenant must apply for a new slip in accordance with the provisions in **(B) Permanent Moorage or (D-1) Temporary Moorage** of these Regulations when the new boat is acquired. If an appropriately sized slip is not available, the new boat may be moored in guest moorage with prior approval from Marina Chair and Dockmaster, space and payments made at the member's rate. If the purchaser of a boat moored at the Marina wants to continue moorage at the marina, he/she must apply for moorage in accordance with the provisions of the Moorage Rules or these Regulations. If the buyer does not intend to apply for Temporary or Permanent Moorage, the boat must be removed from the marina or moved to guest moorage within fourteen (14) days.

If a Permanent Moorage or Temporary Moorage tenant sells his/her boat, and does not intend to replace it, the purchaser of the boat may maintain the slip space if no waiting list exists for a similar sized slip; however, he/she must apply for moorage in accordance with the terms of the Moorage Rules and these Regulations.

**(C) Boathouse Moorage:** All the boathouses moored at the Marina are privately owned by LIC members who have fulfilled the eligibility requirements for Permanent Moorage at the Marina. Owners of boathouses moored at the Marina are required to provide proof of ownership of their boathouse. Presently, the moorage of additional boathouses at the Marina is not allowed. Should an existing boathouse, presently moored at the Marina, become available for sale, written notice must be submitted to the Committee and that availability must be announced to the LIC membership in the LIC newsletter giving notice to members for at least thirty days before offering sale of the boathouse to non-members. When a boathouse is sold, the Committee must be informed in writing. If ownership of a boathouse is transferred as a result of inheritance, the new owner must furnish acceptable proof of inheritance to the LIC. If an LIC member acquires an existing boathouse moored at the Marina, and the member fulfills the eligibility requirements for Permanent Moorage at the Marina, the boathouse can remain at its moored location. If a non-member of the LIC acquires a boathouse presently moored at the Marina, that boathouse must be removed from the Marina within thirty (30) days, or, the new owner will be allowed ninety days to satisfy the requirements for membership in the LIC and eligibility for Permanent Moorage at the Marina. However, during that time, a monthly moorage fee will apply. Owners of boathouses moored at the Marina must provide proof of comprehensive liability insurance to the LIC for the boathouse and any boat(s) contained there-in. [See (I) Insurance Requirements:] Boathouse owners must cooperate with the LIC for scheduled inspections of boathouse interiors and exteriors. Boathouses are required to be maintained suitably and according to applicable codes so as to prevent hazardous, unsafe, and unsightly conditions and comply with lease requirements of the LIC and DNR lease.

**(D-1) Temporary Moorage:** Temporary Moorage is allowed only if moorage space is available for time periods of less than one year; however, the minimum period is five (5) months Applicants must be LIC Regular Members or Associate Members. Applications for Temporary Moorage are not accepted prior to January 1<sup>st</sup>, and decision regarding granting of Temporary Moorage are not made

prior to March 31<sup>st</sup>, All Permanent Moorage applications are granted before any Temporary applications are approved. For additional information or instructions, contact the Dockmaster or the Moorage Manager.

**(D-2) Winter Moorage:** Winter moorage is normally available from November 1<sup>st</sup> to March 31<sup>st</sup> (the dates may be modified to accommodate seasonal conditions). Dockside moorage space for winter moorage is limited. Applications for Winter Moorage are accepted after April 1<sup>st</sup> for the next upcoming Winter Moorage term. The application procedure and process are similar to applying for Permanent or Temporary Moorage; however, all Permanent Moorage applications are granted before any Winter Moorage applications are approved. In order to qualify for winter moorage at Marina, an applicant must be a member of LIC [see LIC By-Laws, Article 3].

(E) Small Boat Moorage: Limited moorage space is available on Dock E for boats generally less than 20'. Approved tenants are billed boat length at current permanent moorage rates. Power is not available for boats on this dock. Water is available from nearby Dock A for flushing engines however all hoses must be removed from dock when not in use. Space on this dock has multiple variables therefore placement requires Marina Chair or Moorage Manager approval. All other standard Marina Regulations apply.

**(F) Kayak Moorage:** Moorage for members' kayaks is available on a limited basis with certain restrictions. Check with the Chair, Moorage Manager, Dockmaster, or the LIC website, for more details. A kayak launch is available for use by members and guests free of charge,

**(G) Use of Electrical Power:** Only marine-rated (30 amp. minimum) power cords in safe condition are to be used for connection to the power outlets on the docks. Power cords must not be in contact with the water at any time. The use of any non-marine rated or unsafe electrical equipment, including portable battery chargers, is not permitted. **There is a specific procedure that must be used when connecting to the power outlets – check with the Dockmaster for more information.**

**(H) Payment of Fees:** Fees for guest moorage and the use of utilities are posted at or near the marina office. Also, payment envelopes, instructions, and a deposit box are at the same location.

Other non-guest moorage fees and/or rates, including terms of payment, are established by the LIC, and are detailed in a policy document entitled "POLICY: PAYMENTS TO THE LIC and SHARED RESPONSIBILITY FOR SIGNIFICANT FINANCIAL TRANSACTIONS", which document can be found on the LIC's website.

The LIC Treasurer provides invoicing and receives payment(s). Failure to make payments as required will result in loss of moorage and the slip will revert to the LIC for reassignment.

**The LIC may exercise the rights provided by Washington state law to marina operators for nonpayment of moorage fees, including seizure and sale of the vessel.**

**(I) Insurance Requirements:** All Permanent, Temporary and Winter Moorage tenants must procure and maintain general liability insurance covering claims for bodily injury, personal injury, or property damage arising on the tenant's property and/or arising out of the tenant's operations. Tenant must furnish evidence of insurance reflecting the following amounts: General Aggregate \$300,000.00 minimum and Each Occurrence \$300,000.00 minimum. Tenant's evidence of insurance document must include an endorsement showing **The Longbranch Improvement Club, P O Box 111, Lakebay, WA 98349**, as an "*additional interest / additional insured*". The LIC must be advised of any cancellation or changes in coverage at least 30 days prior to it being effective.

Tenant acknowledges that these coverage requirements are the minimum limits of insurance the tenant must maintain to receive moorage at the Longbranch Marina. These limits may not be sufficient to cover all liability losses and related claim settlement expenses. Purchase of these limits of coverage does not relieve the tenant from liability for losses and settlement expenses greater than these minimum amounts.

**(J) General Rules for the use of the Longbranch Marina Parking Area:** Users of the Marina parking area

do so at their own risk. Commercial-type vehicles and/or equipment, trailers, motor homes, and/or other self-contained vehicles are not allowed to use the parking area, except for sanctioned LIC events, temporary loading and unloading purposes. Camping and/or storage of any kind are not allowed.

**(K) General Rules for the use of Longbranch Marina and Adjacent Waters:** The following rules are posted at or near the marina office, and apply to all users of the Longbranch Marina. Users of the Longbranch Marina do so at their own risk. The Longbranch Improvement Club is not responsible for damage or loss due to fire, theft, or any other occurrence.

Hours of public use and restrictions or conditions thereon are posted at the Marina. Commercial and/or business concessions are prohibited. Any boat for use other than pleasure will not be allowed to moor at the Marina, except for purposes of pleasure (e.g., a charter vessel). No active commercial fishing vessel will be allowed to moor for the purpose of loading or unloading for commercial sale any seafood product at the Marina. Inactive commercial vessels are allowed Temporary or Permanent Moorage at the Marina provided they otherwise qualify under the Moorage Rules and these Regulations.

Loud and boisterous activity must be avoided between the hours of 10 p.m. and 7 a.m.

All users of the Longbranch Marina should be responsible for the use of good housekeeping habits on and around the docks. Do not discard refuse of any kind into the water or onto the docks. Refuse containers and portable toilets are provided at or near the marina. Do not discharge any sewage, toxic materials, or any similar wastes into the water or onto the docks. All maintenance work must be accomplished in accordance with current State and Federal regulations that prohibit the discharge of toxic materials into the air and water.

All pets must be kept on a hand-held leash, carried, or confined on owner's boat while at the Marina. Authorities will be notified of any unattended animal(s). Owners of pets are responsible for the activities of their pets at the Marina and Marina parking area, especially the immediate proper cleanup and disposal of animal wastes.

Do not obstruct access to the permanent moorage slips. Do not use the tidal grid.

When using a water hose, use a shut-off nozzle to conserve water.

Observe the locations of fire extinguishers and posted fire regulations.

Be respectful of others; do not trespass on other boats or boathouses.

Due care must be exercised during all navigation and handling of boats. Boats must be operated safely and so as not to produce any wakes that will affect the docks and/or moored boats.

In case of emergency, any member of the LIC is authorized to take suitable action with no resulting liability upon the LIC and/or LIC members.

Any member of the LIC may appeal a rule or policy of the Marina, or file a grievance. This must be submitted in writing to the Committee. Upon review of the appeal or grievance, the Committee will make a recommendation to the LIC Board of Directors for a final resolution.

Submitted by Marina Chair.

Passed by M.A.C. 11/2021

Passed by LIC Board 12/08/2021

Present and passed membership 12/15/2021