

**NEWPORT COMMUNITY PIER AND  
REDWOOD AVENUE BOAT LAUNCH RAMP  
OPERATING PROCEDURES**

Revised April 14, 2013

1. The Newport Avenue Pier and the Redwood Avenue Boat Launch Ramp are community facilities for the benefit of the property owners and residents of the Property Owners Association of Arundel On The Bay (POA - AOTB) and shall be managed and maintained by the POA - AOTB.

2. There are twenty-two (22) slips at the Newport Avenue Pier. Each slip shall be only occupied by property owners and residents of POA - AOTB. Applications for a boat slip must include verification of boat ownership such as a copy of the Maryland registration or Coast Guard Documentation.

3. A property owner and/or resident shall be eligible for a slip as long as that person is a POA - AOTB property owner or resident and the boat is registered or documented to the property owner or resident.

4. Slip Fees: each property owner and/or resident using a slip must pay an annual slip fee and a one time refundable deposit. The slip fees shall be used for the maintenance, repair and operation of the pier and other recreational facilities. Slip fees shall be due and payable no later than April 15th of each year. Slip fees will be determined annually at the September meeting of the Pier and Boat Ramp Committee and subject to the approval of the Board of Directors. The slip fees for the 2016 - 2017 boating season shall be \$500 for each of slips 1 - 14 and \$250 for each of slips 15 - 22 and are non-refundable. A one time \$500 refundable deposit is required for each of slips 1 - 14 and \$200 for each slips 15-22 with the initial application for the slip which is refundable when the slip holder no longer rents the slip and there are no other associated expenses for POA - AOTB. All fees collected shall be deposited in the POA - AOTB account by the POA - AOTB Treasurer. A refund of the slip fee can be requested not to exceed the amount prorated between April 1st through June 1st and is subject to the availability of an eligible waiting list slip applicant.

5. Slip Assignments: shall be made at the April meeting of the Pier and Boat Ramp Committee. Slip availability shall be on a first come first served basis. Slip assignments shall be made by the Chairman of the Pier and Boat Ramp Committee and the Dock Master based on the required boat draft and other factors. Existing current slip holders shall have the first option to reuse the current slip they occupy. If a renewal fee from an existing slip holder is not received by April 15th, it shall be understood that they do not want the slip and it will be reassigned and their deposit refunded if there are no associated expenses for POA - AOTB. When vacancies occur, such vacancies are filled on a first come first served basis. A waiting list of perspective slip holders shall be

maintained and those on the waiting list will be offered slips in turn as vacancies become available.

6. Period of Use: The slip fees and slip assignments shall be for a twelve-month period from April 1st through March 31. All rights and privileges to use the assigned slip shall be relinquished when A) a person is no longer a property owner or resident, B) the owner and/or resident doesn't occupy the slip for more than one hundred eighty (180) consecutive days during April 1st to September 30th or, C) the owner and/or resident no longer owns a boat registered or documented to him or her for more than one hundred eighty (180) consecutive days during April 1st to September 30th. The POA - AOTB shall have the right to refund a prorated portion of the slip holders slip fee as described in Paragraph 4: Slip Fees, and re-rent the slip to the next eligible person on the waiting list.

7. Slips are not individually owned by property owners and residents and therefore slips cannot be bought, sold or sub-leased.

8. Each person using a slip is required to maintain his or her slip in safe and sound condition and is required to use the dock lines as follows:

Dock Line Size

Boat up to 27' = 1/2" diameter

Boat 28' - 32' = 5/8" diameter

Dock Line Arrangement

Forward Spring (2), After Spring (2), Bow (2), Stern (2)

9. Property owners, residents and their guests shall use the pier and ramp at their own risk. The POA - AOTB shall not be liable for personal injury or property damage sustained from use of the pier.

10. Any boat that has been derelict for a period of thirty (30) days or more shall be removed at the slip holder's expense.

11. Damage to the pier that is caused by a slip holder's boat shall be repaired by a marine contractor retained by the POA - AOTB and the cost reimbursed by the slip holder; insurance companies provide liability insurance, but no property damage insurance for a pier is available.

12. It is not permitted to dock a boat in a slip that is not leased by the slip holder unless it needs emergency repairs or is a transient.

13. Boats of non-property owners needing emergency repairs shall be allowed to tie up at the pier for a period not to exceed one week.

14. Transients: Guests of property owners and residents can tie up at available space for no longer than forty eight (48) hours. The host of the guest shall

obtain permission at least twenty four (24) hours in advance from the Chairman of the Pier and Boat Ramp Committee or Dock Master or the POA - AOTB President.

15. Storm Preparedness: to minimize storm damage, slip holders are required to move their boats when a severe storm, i.e. a hurricane, is posted through the POA-AOTB website, the West Marine website and the Boat US website. Other communications to be utilized will be: a volunteer property owner will maintain a "buddy list" of slip holders and contact in case of a problem or emergency; signage and warning flags at the pier.

16. The installation of boat lifts shall be permitted in accordance with the POA - AOTB Boat Lift Standard Memorandum of Understanding that must be approved by the POA - AOTB Board of Directors prior to the installation.

17. Modifications to the pier shall be permitted in accordance with the POA - AOTB Pier Modification Standard Memorandum of Understanding that must be approved by the POA - AOTB Board of Directors prior to any modifications being made.

18. The President POA - AOTB may appoint the Chairman of the Pier and Boat Ramp Committee per Article IX, Section 1 of the POA - AOTB Constitution. The Chairman shall be responsible for coordinating the pier matters; slip assignments and the boat launch ramp operations. A property owner (s) or resident (s) shall be designated by the Chairman of the Pier and Boat Ramp Committee to serve as Dock Master to oversee pier operations.

19. There shall be annual meetings of the Pier and Boat Ramp Committee in April and in September. Additional meetings may be called whenever deemed necessary.

20. Changes in the Operating Procedures shall first be approved by the Pier and Boat Ramp Committee, and then forwarded to the Board of Directors for approval. Changes shall become effective upon approval by the Board of Directors.

21. When there is no parking at the pier, property owners will be required to park motor vehicles on their private property or in designated parking areas.

22. The boat ramp is available for property owners, residents and guests to launch trailerable boats. A combination to the lock and a POA - AOTB decal shall be issued when the property owner or resident shows proof of ownership of the property and/or residency and proof of ownership of boat. The user shall affix the POA - AOTB decal to the trailer on the forward left side so that it is visible while the boat is being launched. POA - AOTB decals may be obtained free of charge from the Security Chairman. Guests shall be accompanied at all times by a property owner or resident.

23. POA - AOTB President or Chairman of the Pier and Boat Ramp Committee may authorize occasional non-permanent use of the boat launch ramp in

emergencies for special needs of non-residents and emergency vehicles such as the U.S. Coast Guard.

24. No parking is available at the launch ramp. Property owners will be required to park motor vehicles and boat trailers on their private property or in designated parking areas.

25. The order of authority shall be the POA - AOTB Constitution, the POA - AOTB Rules and Regulations, the POA - AOTB Policies, and the Pier and Boat Ramp Committee Operating Procedures. Conflicts between any of the documents shall be brought to the attention of the Chairman of the Pier and Boat Ramp Committee.

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Signature, Slip Renter	Date	Slip #
Address: _____		
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**ACCEPTED**

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Aris T. Allen, Jr.	Date
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