

OPERATING PROCEDURES OF THE PINE LAKE MANOR BOAT CLUB COMMITTEE

ARTICLE I – Name and Title

Sec. 1 The name and title by which said non-profit organization is to be known is Pine Lake Manor Boat Club Committee (“Boat Club”).

ARTICLE II – Purpose and Definitions

Sec. 1 To foster and improve the interest of boating and boating safety on the lake.

Sec. 2 To provide pier and the allocation of docking facilities for the Boat Club members. Sec. 3

Definitions:

1. Boat – Any power boat, sail boat, pontoon boat, wave runner, or other watercraft with MC registration
2. Hoist – Any device that lifts the boat out of the water when in the assigned boat slip
3. Boat Slip – The numbered dock mooring assignment determined by the Mooring Committee
4. Mooring – Facilities (poles, snubbers, catwalks, lines, etc.) used by Boat Club members to properly secure their boats.
5. In Writing - Submitted to any Boat Club Committee Officer by paper or email

ARTICLE III – Membership

Sec. 1 Members must be a primary occupant owner or renter within Pine Lake Manor or Pine Lake Manor 1.

Sec. 2 Any Pine Lake Manor Civic Association (“PLMCA”) member in good standing may become a member of the Boat Club. Good standing means all dues and assessments are fully paid.

Sec. 3 Boat Club membership is established each year. The previous year’s members may become a current member by paying dues and completing the application form for the current year.

Sec. 4 New members must complete an application form and submit the proper initiation and yearly dues fee. The Secretary will supply said application form.

Sec. 5 In the event that no slips are available, a waitlist will be established and maintained by the Secretary. A PLMCA member in good standing may join the waitlist. Individuals interested in joining the Boat Club waitlist must submit written notice of their intent and provide a refundable deposit equal to the current initiation fee. Placement on the waitlist will be determined by the date the deposit is received. When a slip becomes available, the first person on the list will be contacted and given five (5) days to confirm their membership by paying the full membership fee. If they decline the opportunity, the next person on the list will be notified, and the original candidate will retain their position on the waitlist. Once confirmed, the new member will have thirty (30) days to provide a copy of their boat registration and proof of insurance in accordance with Article VII, Section 2. Failure to meet this requirement will result in forfeiture of membership, and all fees will be refunded. The opportunity will then be extended to the next eligible person on the waitlist.

Sec. 6 Voting membership shall be restricted to Boat Club members who are in good standing and each household present at the meeting shall be entitled to one vote.

Sec. 7 Any member wishing to resign membership may do so by filing a written resignation with the Secretary or by failing to pay the assessed dues for the current year by the billing deadline. Such action shall amount to a voluntary forfeiture of all rights and privileges, including all voting and docking rights.

Sec. 8 Any former member of the Boat Club wishing to join the Club after one or more year’s absence from the Club shall follow the established procedure for membership application (Article III, Sec. 3).

Sec. 9 Boat Club members shall consider it their responsibility to check on their boat in stormy weather, make sure their boat is tied up properly, and obey all safety rules on the lake.

Sec. 10 If a member of the Boat Club moves out of the neighborhood, their boat and all personal property must be promptly removed from the water and lakefront property by moving day. No refund in part or full will be made regarding the initiation fee and/or annual dues, unless the move takes place before the dock is installed.

ARTICLE IV – Officers

Sec. 1 Officers – The Officers of this Boat Club shall consist of a Chairperson, Secretary, Treasurer, and a Mooring Committee consisting of at least two members and no more than three members. With the exception of the Treasurer, all shall have at least one year of membership in the Boat Club prior to taking office and be a PLMCA member in good standing. An individual may hold more than one Officer position, but there shall be a minimum of five different individuals holding Officer positions.

Sec. 2 Vacancies – A vacancy shall be considered to exist whenever an Officer shall terminate his or her membership in the Boat Club, die or become disabled, resign or be recalled. Whenever a vacancy occurs, the remaining Officers have the power to select a member of the Boat Club in good standing to serve the remainder of the term until elections at the October meeting.

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Sec. 3 **Removal** – A special meeting may be called (Article VI, Sec. 2) and voting procedures initiated (Article VI, Sec. 4) to remove any or all current Officers.

ARTICLE V – Duties and Powers of Officers

- Sec. 1 **Chairperson** – The Chairperson shall preside at all meetings of the Boat Club and participate on the PLMCA Board of Directors as the Boat Club Director. The Chairperson shall appoint all standing and special committees. Meetings shall be held in accordance with the Boat Club Operating Procedures (Article VI). Additionally, the Chairperson shall carry out the will of the Boat Club as expressed at meetings and as stated in these Operating Procedures. In general, the Chairperson is to conduct the affairs of the Boat Club in a manner consistent with the authority and responsibility pertaining to the club.
- Sec. 2 **Secretary** – The Secretary in the absence of the Chairperson shall discharge the duties of the Chairperson. The Secretary shall give notice of all meetings of the Boat Club and keep a true and accurate record of their proceedings. The secretary shall keep a complete list of all members by seniority and priority. If there are more requests for boat slips than the number of slips available, the Secretary shall also maintain a waitlist of all interested PLMCA members in good standing who wish to join the Boat Club. The Chairperson and Secretary shall be responsible for the correspondence of the Boat Club and perform other duties as instructed by the Officers of the Boat Club.
- Sec. 3 **Treasurer** –
- (a) The Boat Club Treasurer may also be the Pine Lake Manor Civic Association Treasurer. Separate books shall be kept.
 - (b) The Treasurer shall be responsible for collecting and accounting for all money received by and expended for the use of the Boat Club and shall make all disbursements only as authorized by the Officers or the membership. Committees collecting authorized assessments shall turn all such money over to the Treasurer for disbursement.
 - (c) Every March 1st the Treasurer shall be responsible for the billing of dues and approved assessments.
 - (d) Each year the Treasurer shall prepare a budget to be presented to the membership at the General meeting, covering proposed expenditures for the forthcoming year. The budget shall include:
 - 1. Normal operating and maintenance expenses
 - 2. Non-recurring expenses
- Sec. 4 **Funds** – All moneys of this Boat Club shall be deposited in the PLMCA bank account. The Treasurer’s accounts shall be audited annually by a competent auditor approved by the Pine Lake Manor Civic Association Officers. The Chairperson shall be authorized to approve a non-budgeted or emergency expenditure up to \$1,000 without approval of the Boat Club membership.
- Sec. 5 **Records** – When the term of office of the Secretary and/or Treasurer expires, they shall deliver to their successors all money, books, papers and other property in their possession belonging to the Boat Club. In the absence of a successor, said property shall be delivered to the Chairperson of the Boat Club upon the order and direction of the Officers.
- Sec. 6 The Officers shall meet as often and at such time and place as the Chairperson may deem advisable. A simple majority of Officers present in person shall constitute a quorum for the transaction of business.
- Sec. 7 The Mooring Committee shall consist of at least two elected members with the following duties:
 - 1. Assignment of boat slips
 - 2. Policing of proper moorings
- Sec. 8 **Term of Office** – Each Officer shall hold their position for one year and may be reelected in accordance with Article VI, Sec. 6 and Sec. 7.

ARTICLE VI – Meetings

- Sec. 1 **Regular Meetings** – The meeting of the Boat Club for election of Officers shall typically be held in October. A preseason meeting shall typically be held in May for the presentation of the budget and docking assignments. Additional Regular Meetings shall be held at the discretion of the Officers. All members must be notified in writing at least two weeks prior to a Regular Meeting and one week prior to a Special Meeting.
- Sec. 2 **Special Meetings** – Special Meetings of the Boat Club may be called by the Chairperson or a simple majority of the Officers or 25 percent of the membership in good standing. All members must be notified in writing at least one week prior to a Special Meeting.

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- Sec. 3 **Quorum** – Any voting members in good standing, present either in person or remotely, at a Regular Meeting shall constitute a quorum for the transaction of business. A simple majority of the votes cast by the quorum shall be controlling. Fifty-one percent of the membership must be present to constitute a quorum at a Special Meeting. Only those qualified to vote may vote and the majority will control. (Article III, Sec. 6) Proxy voting is not permitted at any meetings.
- Sec. 4 **Order of Business** – All meetings of the Boat Club shall be conducted with the forms and regulations set forth in Robert's Rules of Order (revised edition). The following order of business shall be observed at the meetings of the Boat Club:
1. Call the meeting to order
 2. Approve the minutes of the last meeting
 3. Reports of officers and committees
 4. Elections
 5. Unfinished business
 6. New business
 7. Motion to adjourn
- Sec. 5 **Nominating Committee** – Not later than 14 days prior to the Regular Meeting, the Chairperson shall appoint a nominating committee of no less than three members whose duty shall be to select nominees for the office of Chairperson, Secretary, Treasurer, and the Mooring Committee. The nominating committee shall report its recommendations in writing to the Officers at least one week prior to the Regular Meeting. It shall be the duty of the nominating committee, whenever possible, to select not less than two qualified nominees for each office to be filled (Article IV, Sec. 1). The nominating committee shall solicit candidates from the entire membership. Additional nominations for the offices to be filled may be made from the floor by any member at the Regular Meeting, providing the member nominated is present and is willing to serve if elected.
- Sec. 6 **Elections** – The Officers shall be elected at the Regular Meeting and shall hold their respective office for one year following their election until their successors are elected. For each elected position the names of all known candidates shall be listed on a printed ballot. Election ballots shall have a space for write-in candidates. In case of a tie vote, a second ballot vote shall be taken and, should that vote result in a tie, the flip of a coin shall decide the winner. Candidates with the least votes shall be eliminated until one candidate gets at least 51 percent of the votes. To enable defeated candidates to be eligible for other positions, offices will be filled sequentially (the winner will be announced before the next position is voted on).

ARTICLE VII – Dues and Assessments

- Sec. 1 **Initiation** -The initiation fee and dues amounts shall be approved by the membership at the Regular Meeting. The initiation fee shall be paid by each primary occupant owner or renter before they can be eligible for membership in the Boat Club. This fee is not transferable.
- Sec. 2 **Billing and Payment of Dues** – By March 1st each year the Treasurer shall prepare and deliver an invoice to each member of the Boat Club from the previous year still residing in the association and those on the current waitlist. Said invoice will have a bill due date of April 1st . A copy of the Boat Club application, the watercraft owner's registration and proof of insurance shall be submitted annually to the Treasurer or Secretary with the payment of dues.
- Sec. 3 **Delinquency** – All members whose dues remain unpaid after April 1st shall be delinquent and their slip may be reassigned for the current year. All members whose dues remain unpaid after May 1 shall forfeit all rights and privileges of membership in the Boat Club, including all docking and voting rights. A notice informing members of loss of membership will be sent one week prior to May 1.
- Sec. 4 **Refunds** – In situations of severe hardship or challenges, payments of annual dues may be refunded to the Boat Club members at the discretion of the Officers.

ARTICLE VIII – Docking Assignments

- Sec. 1 Boat slip assignments will be based on a combination of different factors including seniority, precedence and type of boat (Article V, Sec. 2). Only members who identify in writing at the time of annual application that they wish to be relocated to a different slip will be considered by the Mooring Committee for reassignment.
- Sec. 2 Available boat slips will only be filled by primary occupant owners or renters who apply for membership (Article III, Sec. 3).
- Sec. 3 A member may not rent, lease, loan, or transfer their boat slip to another party. A member's assigned boat slip may be loaned to a waitlist member with the approval of the member and the Mooring Committee.

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- Sec. 4 In the event a boat slip is not used by July 4, as evidenced by the mooring of the member's registered boat, the boat slip shall be made available to the next applicant on the waitlist. The member who failed to use the boat slip by July 4 shall lose their membership in the Boat Club for the current year.
- Sec. 5 Any member who is assigned a boat slip after July 4 shall have 30 days to moor their boat in the available vacated boat slip.
- Sec. 6 Any member who feels extenuating circumstances are preventing mooring by July 4 can present in writing (by July 1) a statement for exception. Certain circumstances may extend the July 4 date (e.g., new boat on order, boat undergoing repair, extended illness, etc.). The Officers will make known, in writing, their decision regarding an extension. This will be done within one week.
- Sec. 7 Any member may, for any reason, elect to take a bye for a period of one year, to not moor their boat in their assigned boat slip without losing their seniority in the Boat Club or forfeiting any rights of membership. Said member would have priority to regain the boat slip for the following year. To qualify for this exception, members must notify the Mooring Committee or a Boat Club Officer, in writing, prior to June 15. Members exercising the one-year bye option will be responsible for a payment equal to half the Boat Club dues for that season.
- Sec. 8 If there is a waitlist, the person with the most waitlist seniority will be offered the conditional use of the vacant boat slip of a member who has applied for and received permission for an extension or a one-year bye. This is strictly a temporary boat slip for the waitlisted member until the assigned member's boat is put back in, in the case of extension, or until the end of the current season, in the case of a one-year bye. Refusal or delay on the part of the waitlisted member occupying said space to promptly vacate the temporary boat slip assignment may be cause for expulsion from the Boat Club. Waitlisted members occupying boat slips vacated for the season will be responsible for full payment of Boat Club dues for that period and will remain in their previous position on the waitlist in the event that permanent boat slip assignment becomes available during that or succeeding seasons. In the event that no waitlist exists, Boat Club members, with the approval of the Mooring Committee, may elect to relocate temporarily to the vacated boat slip based upon their position on the Boat Club seniority list.
- Sec. 9 If there is no waitlist and vacant boat slips are available, a member may request a second boat slip. If slips are still available after second slips have been honored, requests for a third slip will be considered. The request for an extra slip must be in writing to the Boat Club Secretary and include a check in the amount of the fee set for first slip and the registration and proof of insurance for the member's extra boat. This additional boat slip is only for the balance of the current season and the slip assignment will be up to the Mooring Committee. Requests for a second slip can be submitted at any time after dues for the current boating season are paid in full. All second slips requested by April 1st will be assigned based on seniority, precedence and type of boat after first slips. Second slip assignments made after April 1st will be based on the written request date. A new member, prior to May 1, will be able to bump the last second/third boat slip occupant. The adjustment of slip assignments will be in reverse order of extra slip assignments. The last member to get an extra slip will be the first to be bumped. The fee paid for the extra slip will be returned to the member who was bumped. Any disagreements with the above rules must be submitted in writing to the Boat Club Board of Directors. Their decision will be final.

ARTICLE IX – Boat Club Restrictions

Sec. 1 Boat Club Rules:

1. Boats shall not be operated or moored in the swimming area.
2. Only boats belonging to residents of PLMCA or their guests shall be allowed daily launching privileges.
3. No swimming is allowed in the boat launching or docking area.
4. No running is allowed on the dock.
5. No wake within 100 feet of the boat docks.
6. Children under ten years of age are not allowed on the dock without an older person.
7. No fireworks or sparklers are allowed on the dock.
8. No fishing is allowed from the dock.
9. Boat traffic on the lake is counterclockwise and all other safety rules on the lake shall be obeyed.
10. It is the responsibility of each Boat Club member to check their boat during or immediately after a storm.
11. Each Boat Club member assumes full responsibility for boat covers, gear and any equipment on the dock site.
12. Boat Club members should accompany and are responsible for the actions of their guests.

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13. No parking at the beach. You may use the ramp to launch your boat only. You may park temporarily to drop off boat equipment, but you may not park your car or truck on the side of the road while you are out on the boat. No exceptions.
14. Failure to comply with all Boat Club rules and mooring rules may result in discretionary measures taken by the board to revoke membership for the next year.

Sec. 2 Mooring Rules:

1. Boat slip widths shall be determined based on boat type needs.
2. All boats are to be moored with 3 or 4 steel pipes with augers, or an appropriately sized boat hoist. Mooring poles must be at least 2 or more inches in diameter. The pipes shall be big enough to be securely imbedded in the lake bottom and identified by name.
3. All boats shall be moored with adequate nylon or polyester braided or twisted line and adequate snubbers/bungies in good condition must be used on all lines.
4. Changes in boat slip assignment due to boat size or to benefit the Club in general, will be handled by the Mooring Committee, as long as the established guidelines are followed (Article VIII).
5. Convenience changes will be made only by the consent of all parties involved and the Mooring Committee's approval.
6. In the case of a duplicate request for relocation, seniority and precedence will have preference.
7. The Mooring Committee will typically announce and post boat slip assignments prior to the dock installation.
8. Members who do not take corrective action within 7 days of being notified in writing by the Mooring Committee of improper mooring will not be refunded their dues and their membership for the year in the Club will be terminated.
9. No overnight mooring is allowed in the harbor. Temporary mooring or anchoring is permitted during daytime hours only and exclusively for Pine Lake Manor residents or their guests. Boats must be moored in a manner that is convenient for short-term use and does not impede boat traffic or access to docks or launch.
10. Boats may only be moored in the dock area – not along the seawall.
11. Any catwalk must be self-supported with four poles and attachments to the dock must be clamped or strapped, not drilled or bolted to the main dock.
12. Construction or placement of boat boxes or lockers on Pine Lake Manor Civic Association property or the docks is forbidden.
13. All mooring poles, catwalks, boat hoists, etc. shall be removed completely from the water by November 1 or dock removal date, whichever is later.
14. If a member has not removed all poles, catwalks, boat hoists, etc. by November 1 or dock removal date, the Officers will arrange to have the site cleared at the member's expense, based on the current rates charged by the dock removal service. In case of failure to pay the assessed fines, the Boat Club will keep all property removed and that member will lose membership and priority.
15. Boats, on a hoist or off, must be moored in an assigned boat slip.
16. Boat hoists may be used in the dock area as long as they fit into the member's allocated boat slip. No special accommodations will be made for the hoist's width. At the end of the boating season hoists must be removed from the water. Any member leaving a hoist in the water after the end of the season will have their hoist removed and taken to their home by the dock removal company. A fee will be charged for this service. If this action has to take place, your Boat Club seniority and membership will be revoked for the next season.
17. After July 4 (the date all members' boats must be in the water or their boat slip will be revoked), all Boat Club members will be notified in writing of available boat slips. Members wishing to have more than one boat slip may indicate their interest notifying the Mooring Committee in writing. The additional boat slips will be assigned by seniority, precedence and type of boat. The original season dock configuration, as presented to the general membership in May, will not be altered to accommodate more boat slips. Only unused boat slips from that original plan will be available. The fee to have a second slip will be the same as that of the first slip.
18. In the event that the dock is damaged by a member, either intentionally or due to negligence, or ignored warnings from the Mooring Committee, a fee will be charged to the member to cover the costs of the dock repair. A written notification with photos will be sent to the

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member and a fee will be charged at the discretion of the Mooring Committee, based on actual expenses or reasonable estimates.

ARTICLE X – Amending Operating Procedures

- Sec. 1 This document shall be amended at a Regular Meeting or Special Meeting by following the guidelines of said meetings (Article VI, Sec. 1-5).
- Sec. 2 Any member, or group of members, may file with the Secretary an amendment or amendments. The Secretary shall submit the amendment or amendments to the Officers, who, after due and thorough consideration, shall report to the Boat Club their recommendation for or against adoption, additions, alterations or omissions. A two-thirds vote of the members of the Boat Club present and voting shall be required for the adoption of any amendment.