

# **Policy and Procedure for the Dockage of Private Watercraft at Port Largo Club Condominium Association, Inc. January 19, 2023**

## **POLICY**

It is the policy of Port Largo Club Condominium Association, Inc (PLCCA hereafter) to operate consistent with the Condominium Documents established January 1981. Furthermore, it is the policy of PLCCA to establish rules and procedures for the collection of dockage fees, slip assignments, vessel and trailer parking, and general operation of the dock and vessel parking areas for PLCCA. This Policy is established by the PLCCA Board of Directors (BOD) as of January 19, 2023.

The use of the dock area at PLCCA is exclusively for the use of PLCCA owners, their guests, exchange guests, or renters that have legally rented a unit in accordance with the state and county laws and regulations. Use is predicated on the policy that assignment of a slip or use of the dock area is a privilege and not a right. Usage may be suspended at any time by the Board of Directors (BOD) or management agent due to weather conditions or cause as may be generated by the operator. Only vessels designated to an assigned slip are allowed in the Port Largo dock area. For purposes of this policy, "owner" is defined as the name on the deed. If the name is a legal entity, such as a Trust, LLC, or Management Group, it is understood that the term "owner" will apply to the members of that Trust, LLC, or Management Group but that in no event is the term applicable to anyone that "rents" or pays funds to the "owner" in order to have use of the unit or facilities.

Each owner is allowed one vessel/trailer combination, that meets the dock policy criteria, to be used exclusively during the time of their ownership period. For example, a Full Time owner may have one vessel docked or on its trailer in the trailer parking area throughout the year. A Time Share owner (Interval Owner) may have one vessel docked or on its trailer in the trailer parking area during the week(s) that are owned. Time Share owners are not permitted to have a vessel or trailer in periods outside of their ownership period without prior written approval by PLCCA Management nor are Full Time owners permitted to have more than one vessel docked or on its trailer without prior written approval by PLCCA Management. The vessel and/or trailer must be registered and in working condition. All trailers must be capable of being moved. PLCCA Management retains the right to cut any locks that prevent movement in the event the owner cannot be contacted. All trailers must be parked in the designated Boat/Trailer parking area ONLY. Any trailers parked outside of the designated boat/trailer parking area will be towed at owner's expense

Port Largo Villas does not permit "dry storage" of trailers or vessels on trailers without prior written permission of PLCCA Management. Owners that rent or have guests may allow that guest or renter to store a trailer or dock a vessel in accordance with this policy provided that the owner does not have additional trailers or vessels without prior written approval of PLCCA Management. All owners are allowed only one vessel/trailer combination per unit – total. If an owner has a vessel on site and rents to a second vessel owner, that renter must pay dry storage fees for their trailer and slip fees for their vessel if they desire to rent a wet slip. If no wet slip is requested (and can only be done 2 weeks prior to arrival in accordance with non-owner provisions) then only dry storage fees will be charged for the vessel/trailer combination. The dry storage form is included as Attachment B. This form must be completed and payment made on a month-to-month basis to allow PLCCA Management to assess whether there is room available. In the event that the owner fails to affirm permission to stay, and/or fails to make payment, PLCCA will have the vessel/trailer combination or trailer towed at the owner's expense.

In the event that an owner desires to dry store a second boat/trailer combination, that owner must request written permission from PLCCA Management prior to storage. No more than one additional stored vessel/trailer combination will be authorized. Permission must be obtained on a month by month or weekly basis since during peak times these vessel/trailer combinations may be required to be removed in order to provide all owners a reasonable access to PLCCA facilities. Time Share owners that request a vessel/trailer combination be allowed to be in dry storage between the time periods that they own may request authorization from PLCCA Management on a case-by-case basis. A fee schedule is established below. In no event, will an owner be permitted to dock more than one vessel per unit-ownership.

In the event that an owner elects to challenge PLCCA Management decisions, that owner may request a review by the full Board of Directors via escalation by email through PLCCA Management.

In the event that an owner fails to comply with these decisions, PLCCA Management retains the right to have the vessel/trailer towed at the owner's expense.

This Policy is established to provide guidance to the management agent for the proper operation of the dock area and is not intended to be all inclusive. Rules shall be posted in the dock area in order to establish slip assignments and to ensure a safe and proper operation of the dock area. Those individuals assigned a slip are responsible for the safe operation of all vessel operators that they may permit to operate their vessel. This includes ensuring that all operators and passengers are informed of the rules of proper operation in the dock area. Furthermore it is the responsibility of the individual assigned the slip to ensure that all persons understand that use of the dock areas, finger piers and floating docks is at their own risk and responsibility and that PLCCA is not to be held liable for any actions by individuals that are not safe or not compliant with the rules of the dock area.

It is the policy of PLCCA that vessel owners assigned a slip are personally responsible for any damages to the dock area that they may cause due to, but not inclusive of, improperly tying the vessel so that dock damage is incurred such as during tide changes. PLCCA requires that all vessel owners have liability insurance in the amount of \$300,000 or more. Proof of insurance must be provided along with all required fees at or before the time of check in. Full Time owners must provide this proof on an annual basis and the copy of the proof of policy is to be retained by PLCCA Management. The managing agent shall ensure that the unit registration and dock request forms are correctly filled out. Note, owners may utilize vessels other than specifically owned by them. Examples are rental vessels (including personal watercraft), "borrowed" vessels including vessels co-owned but in another person's name, and any other vessel that an owner or family member may bring as long as proof of insurance is provided. In the case of a rental vessel, written proof of adequate insurance must be provided.

It is the policy of PLCCA that all individuals complete the request form included as Attachment A and pay the requisite dock usage fee for the period requested in the slip request. Dock request forms may be submitted with dock payment prior to the due dates for quarterly maintenance/monthly maintenance fee payments, but all maintenance fees that are due must be paid prior to permission to utilize a requested/reserved dock space. A check or money order must be submitted along with the dock request form in order to request a slip assignment. Under no circumstances is a vessel to be allowed to dock or make use of a slip without prior written PLCCA approval. Cash cannot be accepted by the office staff. Requests for refunds are permitted up to 2 weeks prior to planned use.

Assignment of a slip is on a first come, first served basis. A WAIT LIST will be established if and when appropriate requests exceed capacity. Slip request applications will not be accepted for consideration unless all past due marina fees are current as well as outstanding condo maintenance fees (including late fees) for the requested period at the time of the receipt of the request. Dock request forms may be submitted with dock payment prior to the due dates for quarterly maintenance/monthly maintenance fee payments, but all maintenance fees that are due must be paid prior to permission to utilize a requested/reserved dock space. A minimum four-week advance reservation request along with full payment in accordance with the fee schedule is required in order to help with dock slip assignment. Although confirmation of a dock space can be made in advance, final assignment of slips will take place upon arrival or by prior arrangement with the managing agent. Vessels in excess of 32 feet overall length will require special consideration during the summer weeks of 19-33. In general, vessels that exceed this parameter will only be allowed during weeks 34-18 All vessels and trailers must have a current valid registration and be capable of being trailered unless they have written prior approval of PLCCA Management. All trailers must be capable of being moved and must be tagged with the owner's name and contact information. This applies to all vessels whether docked or in the boat/trailer parking area. It is anticipated that during hurricane season boats may be required to be removed upon 24 hour notice in the event of a hurricane warning being issued by the National Hurricane Center. Any damages done to the dock, or sunken boats which must be removed, are fully the responsibility of the registered owner. Repairs must be scheduled immediately. PLCCA Management has the right to have the repairs/removal performed immediately in order to return the dock to serviceability. PLCCA Management will attempt to coordinate with the affected owner but all costs will be billed to that owner and become part of their assessment.

All owners should be advised of this Policy and Procedure during the annual maintenance fee notification. Owners of a unit during the time period of their unit shall have priority over all others provided that there is dock space still available. Owners of vessels that are not the property of the unit owner or family members using the unit at the owner's expressed permission (such as renters, interval guests, etc.) shall be considered a "non-owner". Non-owners will take second priority with respect to dockage. Non-owners will be permitted to complete a registration form and reserve dock space upon payment of the requisite fee two (2) weeks prior to their visit. Owners with units with time periods outside the boat slip time slots requested shall be allowed to dock their vessels if space permits and is approved in writing by PLCCA Management. An owner that has failed to make application before all slips have been assigned will not be permitted to "bump" others that have correctly followed this Policy.

Slip fees are as follows:

Owners - \$60 per week, \$200 per month

Other guests - \$225 per week

Vessel/trailer storage in excess of the permitted one combination per owner

Monthly - \$100

Weekly - \$50

It is the policy of PLCCA that the managing agent or organization shall be responsible for the assignment of slips consistent with the length and width of the vessel. Owners or guests may request slip assignments by proper submittal of the Attachment A form but must understand that until fees are paid no assignment will be

made. Final slip assignment will occur upon arrival and notification that they have actually brought a vessel or watercraft.

The managing agent, or the BOD in conjunction with the managing agent, may require reorganization of boat slip assignments if needs arise to accommodate as many owners and guests as may request dock space.

No individual will be permitted to utilize their vessel or watercraft for an overnight stay.

It is the policy of PLCCA that any vessel not correctly identified in the reservation form or that is not using their assigned slip may be towed at the owner's expense.

Parking policy for dock area and boat trailer parking.

- It is the policy of PLCCA that guests may park their trailers while using their dock slip and may park boats when out of the water given that space is available. All trailered boats and boat trailers shall be allowed to park only between Buildings 3 and 4. As previously stated, only one vessel/trailer combination per owner is permitted and only during ownership period without prior written approval.
- It is the policy of PLCCA that parking by the dock wall east of Building 4 is restricted to vehicles that are loading or unloading for boats that are assigned slips. This is to include guests. In the event that vehicles park in this area without loading or unloading a registered boat, that vehicle may be asked to move or if the vehicle is not registered at PLCCA, that vehicle may be towed at the owner's expense at the discretion of the managing agent or PLCCA BOD.

PLCCA does not have access to a boat ramp. Guests are required to handle boat ramps at their own discretion and responsibility.

## PROCEDURE

- The managing agent or managing organization shall develop all appropriate rules and regulations not directly covered in the Policy stated above.
- Proper records will be maintained as to reservation requests, slip assignment, fees paid, etc.
- Any individual having properly submitted the Attachment A reservation form and paid all requisite fees shall be notified when they have received a slip assignment but that final slip assignment will be at the time of arrival
- Owners of vessels that are not the property of the unit owner or the family members using the unit at the owner's expressed permission (renters, interval guests, etc.) shall be considered a "non-owner" and may reserve a slip a maximum of two (2) weeks prior to arrival.
- Fees collected will be recorded as a separate line item in the annual budget development and will be correctly recorded against that line item. No cash payments are to be permitted.
- In the event that a vessel is to be denied a slip after having been previously assigned a slip at check in, the managing agent should make an effort to consult with the BOD prior to taking action.
- The managing agent shall post dock rules in the dock area.
- Slip assignments will be maintained in the office and available for review.
- The managing agent shall ensure that maintenance personnel understand that it is one of their duties to keep the dock area well maintained.
- In the event that a slip becomes unusable due to maintenance issues, the managing agent should consult with the BOD as to the best way to return that slip to an acceptable and safe condition. Proper notification as to closure of a slip is incumbent upon the managing organization.
- The managing agent may set rules, such as individual weight restriction, consistent with safe management practices and any insurance constraints.
- In the event of an accident at the dock area involving a vessel, the managing agent should follow the USCG requirements for Marina Accident Reporting. The Managing Agent should review the USCG website for the latest instructions should the need arise.

Established by the PLCCA Board of Directors

Cecil Everett, President

Robert Riley, Treasurer

Matt Pursel, Asst Treasurer

Pete Lore, Secretary

Lisette Rodriguez, Director

Tammy Riddle, Director

Dave Woodaman, Director

Attachment A – Vessel Registration Form 2023

# Port Largo Villas

417 Bahia Ave., Key Largo, FL 33037

(305)451-4847 [portlargovillas@gmail.com](mailto:portlargovillas@gmail.com)

## Dock Registration Form Effective January 2023

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Guest Name:

Week:

Unit:

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Boat Name/Brand:

Boat size (beam and length):

**Port Largo Villas Owners and Guest(s) agree to the following:** *Please initial each line item*

\_\_\_\_\_ I hereby indemnify and hold Port Largo Villas harmless from all injuries, claims, loss or damage arising from or in connection with the dock area.

\_\_\_\_\_ I agree to pay the boat fee prior to my assignment of a slip

\_\_\_\_\_ I am responsible for any damages and subsequent repairs

\_\_\_\_\_ I agree to provide proof of liability insurance (at least \$300,000) prior

\_\_\_\_\_ I agree that if needed, the staff at Port Largo Villas can move my boat or trailer

\_\_\_\_\_ I understand that I will receive a refund of dock fees upon cancellation up to 2 weeks prior to my assignment of a slip

\_\_\_\_\_ I will keep all areas clean and free of garbage, fish remains and personal items

\_\_\_\_\_ I will poke out the eyes and stomach, so fish remains can sink. Additional remains are to be stored in plastic and placed in the garbage bins located throughout the property

\_\_\_\_\_ I understand and agree that I may be reassigned a new slip at any time

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Owner/Guest Signature

Printed Name

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Mobile Phone number

Date

\*\*\* Boat fees for Guests are \$225 a week \*\*\*

\*\*\* Boat fees for Owners are \$60 a week and \$200 a month \*\*\*

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**Office Use Only**

Form received: \_\_\_\_\_

Slip assigned: \_\_\_\_\_

Paid amount: \_\_\_\_\_

Payment Method: \_\_\_\_\_

**Attachment B – Dry Storage Registration Form 2023**

# Port Largo Villas

417 Bahia Ave., Key Largo, FL 33037

(305)451-4847 [portlargovillas@gmail.com](mailto:portlargovillas@gmail.com)

## Dry Storage Registration Form Effective January 2023

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**Guest Name:**

**Week:**

**Unit:**

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**Boat/Trailer Name/Brand/tag #:**

**Trailer length:**

**Port Largo Villas Owners and Guest(s) agree to the following:** *Please initial each line item*

\_\_\_\_\_ I hereby indemnify and hold Port Largo Villas harmless from all injuries, claims, loss or damage arising from or in connection with the vessel/trailer parking area.

\_\_\_\_\_ I agree to pay the dry storage fee prior to my assignment of a dry storage parking permit

\_\_\_\_\_ I am responsible for any damages and subsequent repairs

\_\_\_\_\_ I agree to provide proof of liability insurance (at least \$300,000) prior to storage and in the event of a hurricane warning am prepared to either remove my vessel/trailer or be responsible for any damage incurred

\_\_\_\_\_ I agree that if needed, the staff at Port Largo Villas may move my boat or trailer at any time

\_\_\_\_\_ I understand that I will need to apply for renewal either monthly or weekly and must have permission to dry store my vessel/trailer. I agree that I must remove the vessel/trailer if PLCCA Management cannot allow storage. Renewal may be by phone and payment by ACH.

\_\_\_\_\_ I will keep all areas clean and free of garbage or other personal effects

\_\_\_\_\_ I understand that PLCCA Management may have my vessel/trailer towed at my expense

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**Owner/Guest Signature**

**Printed Name**

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**Mobile Phone number**

**Date**

**\*\*\* Dry storage fees for Guests are \$50 a week \*\*\***

**\*\*\* Dry storage fees for Owners are \$50 a week or \$100 a month\*\*\***

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**Office Use Only**

Form received: \_\_\_\_\_

Slip assigned: \_\_\_\_\_

Paid amount: \_\_\_\_\_

Payment Method: \_\_\_\_\_