

PORT DELMARVA, INC.

260 Port DelMarVa
Rehoboth Beach, DE 19971
(302) 227-7409
www.portdelmarva.com

Rules, Regulations and Practices for Site Holders (aka Licensee(s))

This document is also posted on the Ports website www.portdelmarva.com
Port Delmarva, Inc.

Port DelMarVa is a delightful resort to be enjoyed by all. These rules and regulations are provided to help ensure the continued success of the Port. Please be a good neighbor and read and comply with the spirit and intent of these Rules and Regulations.

I. Use of Port DelMarVa

A. Restricted to approved self-contained travel trailers that do not exceed 400 sq. feet. Trailers that are new to the Port and brought in by either New Residents OR Current Residents may not be older than 25 years. ALL trailers must be RVIA approved. Trailers with slide-outs are allowed. Trailers without slide-outs cannot be wider than 12 feet. Motorhomes, Pop-Up Trailers, Trailers with any kind of canvas fold-out and converted vans are prohibited.

1. Prior to bringing a trailer into the Port a licensee(s) must:
 - a. Submit manufacturer specs of the trailer and pictures to the Board for approval.
 - b. Schedule a date and time with a Board member for them to be on site when the trailer arrives at the Port.
2. Length of trailer:
 - a. Maximum length of all trailers permitted at Port Delmarva, are not to exceed 42(forty-two) Feet. The trailer will be measured before it is placed on site. When measuring trailers, the measurement is taken from the furthest leading edge of the front of the trailer to the furthest leading edge of the back of the trailer. No modification can be made to frame, frame must remain as designed and as represented in the manufacturer's specs submitted to the board.
 - b. Fifth Wheel Trailers are permitted. Trailer approval is based on the ability of the RV to fit on the site within guidelines. Measurement will be in front of box to bumper. Moving these trailers will be the owner's responsibility in the presence of a Board member. Skirting under the nose overhang is **not permitted** and must remain open.
 - c. Site holders must submit in writing their understanding of the size of the trailer, type of hitch, propane and battery placement.
 - d. Trailer requests may be submitted at any time but will not be reviewed and given pre-approval until the following Board Meeting. No requests for trailers over 36' will be reviewed by the Board between the months of November to March.
3. Trailer approval is based on the ability of the RV to fit on the site within guidelines.
4. All approved trailers larger than 36' will be restricted to that approved lot. Approval to move a trailer larger than 36' to another site in the future will be done on a case-by-case basis. However, 42 (forty-two) foot trailer may only move to designated Site.
5. Port Delmarva will NOT move any Fifth Wheel, Park Model or trailers greater than 8-1/2 foot wide. Moving these trailers will be the owner's responsibility in the presence of a Board member. All trailers must have mounted wheels and tires.
6. Wheel covers, if used, must be fabricated of awning material, painted plywood or fiberboard and be properly maintained.
7. All Slide-outs that have a hard cover must have a type of rainspout, draining to the back of the trailer.
8. Sewer connections and maintenance:
 - a. Connections must be airtight and liquid-proof.
 - b. All sewer lines must be hard piped with PVC.
 - c. Outside showers must have a basin 6" above ground level and drain into the sewer system
 - d. Garbage, diapers, or sanitary pads must not be placed in any part of the sewer system. The sewer system is not equipped to handle these items.
9. The outside faucet supplying water to the trailer must be turned off when the trailer is left unoccupied overnight.
 - a. Hoses and connections must be leak free.
 - b. The use of a water hose outdoors is not permitted without a shutoff nozzle.
10. Electricity use is metered for each site and payment for usage is the responsibility of the license.
 - a. Electrical service is provided to each site in the form of one 50 amp, one 30 amp and one 110-volt ground fault receptacle. The ground fault receptacle is provided for temporary use of electricity outside the RV. Electric meters will be read and billed to the site holder bi-annually. You have 30 days to pay your bill. After 30 days a late fee of \$50 will be assessed. If the bill is not paid in full within 60 days, the lease will be terminated.
 - b. No locks are to be installed on any site breaker box or meter panel.
 - c. There is \$10.00 minimum asset usage fee per meter reading. Any usage under \$10.00 will be billed \$10.00.
11. The area directly behind your trailer which abuts your neighbor's shed is to be used and maintained by the site holder. This would affect sites 68-147 with the exception of lots 68, 85, 86, 87, 89, and 119. For the six lot holders noted they can use and must maintain the areas behind their sheds.
- 12.

B. Occupancy of the trailer site is restricted to the licensee(s) trailer and one vehicle.

1. Registered owner(s), whose signature(s) are on the License Agreement, must be in attendance when the trailer is in use. (**See: III 4 License**)
 - a. Use of Port DelMarVa facilities (trailer site, parking areas, storage areas, boat ramp facilities, etc. is only permitted when licensee(s) is present at Port DelMarVa.
 - b. The licensee(s) is responsible for their guests.
 - c. Overnight sleeping outside of the primary-on-site trailer is not permitted.

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2. One Vehicle on site shall be parked within the length of the pad and shall not obstruct the view of the neighbor.
 - a. Space must be maintained on the site, parallel to the pad and the trailer, to park the licensee(s) vehicle.
 - b. Additional vehicles shall be parked in the Visitor's Parking Areas.
 - c. Car tags must be placed in cars for licensee(s) as well as their guest(s). Each site is given 2 site holder and 2 guest tags. Should tags be lost, you will be charged for replacement(s).
3. Should you give or receive permission to park on another site holders lot, you must submit a hand-written agreement to a board member. You are not to park your car in someone else's designated area.
4. A boat, boat trailer or Recreational Vehicle (RV) shall not be parked overnight on a trailer site.
 - a. Boats on trailers may be on the trailer site for a short duration for loading, unloading, or maintenance.
 - b. Kayaks, canoes, and stand-up paddle board may be stored under the trailer. It must fit securely under the trailer.
5. Overnight parking of boats, boat trailers, trailers and Recreational Vehicles (RV) of any type is not permitted in the visitors' parking areas.
 - a. Relief from this *Rule* may be obtained by advance request from a director if special circumstance warrants.
6. Should you give permission for someone to access (not stay) your trailer or shed, you must submit it in writing to a board member.

C. Patio Pad

1. When a licensee(s) trailer is on the site:
 - a. Appliances may not be used or stored on the patio pad.
 - b. Items must be properly secured
2. When the licensee(s) trailer is not on the site, only small, light, movable items may be left on the patio pad.
 - a. The items must be properly secured to prevent wind damage to Port property and neighbor's property.
 - b. Cars, stakes, obstructions, plastic covers, or other items that may interfere with grass cutting may not be left on the non-patio part of the site.
 - c. The Port shall not be held responsible for damages or disposition of licensee(s) property.
3. Plastic storage containers may be used on the sites. Sites 1 through 67 may store box behind shed or trailer out of sight from street. Sites 68 through 147 must have their deck box behind their trailer, out of sight from the street.
4. Pad extension is not to extend beyond the front of the box part of the trailer. The pad must be installed by a professional and approved by the Site Improvement Committee

D. Maximum speed limit in the Port is 10 mph.

1. Safe driving is mandatory at all times. Recklessness will result in immediate termination of lease.
2. Driving around speed bumps is strictly prohibited. At the first offense a fine of \$100 dollars will be imposed, and a warning will be issued. Second offense, site holders lease will be terminated immediately.
3. Golf Carts are prohibited.

E. Quiet hours are from 11:00PM to 8:00AM.

F. No personal items may be stored in Port DelMarVa buildings.

G. Prior approval of the Board of Directors is required for all additions, structures, or improvements.

1. Metal frame screen houses and screen rooms are permitted. Approved guidelines are available from the Board.
2. HARD TOP AWNINGS: Silvertop 2-way RV awnings with a Chesapeake screen room are the only hard top awning and screen room combination that is approved. This is the only type of screen room that is approved to remain in place over the winter season.
3. SLIDE OUT AWNINGS: Silvertop 2-way slide out awning is the only type that is approved. It must be able to be lowered. Must be approved by the site improvement committee.
4. Wooden screen room structures or tents are not permitted.
5. The screen house or screen room must not encroach on the site parking space.
6. Electric service to the storage shed may be done by approval of the Board by adding a 110-volt breaker to the site load center installed by a licensed electrician. Under NO circumstances is the licensee(s) authorized to open and make internal connections to the utility pedestal. Routing an extension cord to the shed is prohibited.
7. Any improvements to a site must be removed when changing sites or leaving Port Delmarva. This includes removal of any sand/dirt, plantings, and structures.

H. Memorial Hall and the Office are clean-air areas. No smoking is permitted.

1. Memorial Hall is designated recreational, social, and business functions.
 - a. No pets, bikes, skateboards, roller skates, or ball-playing is permitted inside the building.
 - b. The Office is used for conducting Port business.
2. Children in the hall ages 6 and under must be accompanied by a 12-year-old or older.

I. Personal clothes lines are not permitted on trailer sites. A central area behind Memorial Hall shall be used for clothes drying.

J. Storage sheds are provided for each trailer site.

1. Use of washers, dryers, water heaters, and propane appliances in the sheds is prohibited.
2. Electrical service within the shed – Reference G. 6. above.

K. Open fires and Fireworks are not permitted.

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L. Personal barbecue grills are acceptable.

1. Gas fire pits must be the approved type by the Site Improvement Committee.
2. Licensee(s) or their guests caught with illegal fireworks will have their license terminated immediately.

M. Only licensed vehicles operated by licensed drivers are to be used on Port property.

1. Two wheeled electric scooters are allowed. Residents do so at their own risk.
2. Bicycles are permitted only on roadways.
3. Delaware state law requires riders under the age of 16 to wear a helmet.

N. Pets

1. Rabies shot record along with Homeowners Declaration page must be submitted yearly along with license payment.
2. Animals must be on a leash and always controlled.
3. Leashes are not to be longer than six feet. Retractable leashes are not allowed.
4. Pet owners must clean up all pet excrements.
5. Pets must not create a nuisance to others.
6. Failure to comply can result in legal penalties as well as expulsion from Port DelMarVa.
7. No pets allowed in any Port building unless it is a certified service dog.

O. Antennas and/or Dishes

1. Antennas or Dishes are to be located at the rear of the site.
2. They shall not protrude over the adjacent site or interfere with the use of the adjacent site
3. Dishes will be installed so that the top edge of the Dish is no higher than 36 inches above surrounding structures, such as trailers and storage sheds.
4. Dishes will not be larger than 26 inches in diameter.
5. Support will be sufficient to ensure the safety of people and property

P. Restrooms are available at the end of the Office Building and will be open by the discretion of the Board of Directors.

Q. Kitchen

1. The kitchen attached to Memorial Hall is available to licensee(s) pending prior approval of the Board of Directors.
2. A \$50.00 user fee will be charged for private use of the facilities.
3. Regulations relating to the use of the kitchen are posted in the kitchen and must be followed

R. Propane

1. Propane is available at the Port at a moderate price set by the Board of Directors based on the supplier's price and subject to State and Federal regulations regarding handling.
2. Tickets for the purchase of propane are available at the Port Office once a month from 9:00am to 9:30am. Date to be emailed to all Licensees at the beginning of each month.
3. Bottles will be filled from 9:00 AM to 9:30 AM.
4. Cylinders must be stamped with an up-to-date certification date.
5. Rusty tanks will not be filled.

S. Mailboxes

1. Boxes are provided in Memorial Hall for Port communication and for messages from other licensee(s).
2. U.S. Postal boxes are located near the entrance to the Port property. Application for a box number is made at the Port Office, a nonrefundable, nontransferable fee is paid to the Port for the use of a mailbox.

T. Field

1. The "Field", which is located along Port Drive, will have an open wood burning fire pit for all licensees to use.
The area designated for firewood is communal.
You are not to leave fire unattended and must extinguish the fire when you leave. A box of sand is on hand to extinguish.

II. Maintaining the Port

A. Site maintenance and improvements are the responsibility of the licensee(s).

1. Trailer appearance and maintenance
 - a. All trailers must have a clean appearance. Licensee(s) are responsible for washing their trailers as needed. If repairs are needed, licensee(s) is responsible for scheduling repairs and/or making repairs as soon as possible. Trailers cannot be used for storage at any time. A fee of \$50 will be issued for the first violation. A fee of \$75 will be issued on a second violation.
If a third violation is noticed, the lease will be terminated.
 - b. Licensee(s) are not permitted to store building materials and/or other debris behind their trailers. A licensee may be given permission to temporarily store building material behind their trailer while actively working on a site improvement that has been previously approved by the board.

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- c. "Residents who experience electrical problems at their site, must first make sure the issue does not pertain to their trailer. Such as breakers, wiring, and electrical cords. This must be done before contacting a board member. If a resident requests to have an electrician to be called for service and the issue is not a problem on the Port Delmarva side, the residents will be responsible for the Service Call charge. Should the issue be on the Port Delmarva side, the resident should not be responsible for any charges. Residents may call an electrician vendor on their own, however all charges will be the responsibility of the resident regardless
2. Licensee(s) are responsible for trimming and mowing lawn of their site out to the street. All Flowerbeds MUST be free of weeds
 - a. If there is an extended absence, the licensee(s) must make arrangements for continued care.
 - b. The Board will take action to correct instances of lack of site maintenance.
When a Director observes a site with high grass (more than 8 inches high), a contractor will be hired to cut the grass and the licensee(s) will be billed for the expense. A fee of \$50 will be issued for the first violation. A fee of \$75 will be issued on a second violation. If a third violation is noticed, the License will be terminated.
3. Prior to planting trees, shrubs, and plants, approval must be obtained from the Site Improvement Committee to avoid damage to utility services which may be close to the surface and easily damaged by digging.
 - a. The Licensee(s) is financially responsible for repairs necessary because of damage caused by digging.
 - b. Any eventual growth of shrubs, trees, and plants may be controlled by cutting or removal, if necessary.
 - c. The acceptability of the size and growth is based on the judgment of the Site Improvement Committee.
4. Gravel under or around the trailer is not permitted.

B. Trash and garbage must be deposited in the dumpster north of the Port Office Building

1. Bringing trash from home and putting in dumpsters is prohibited.
2. Trash is not to be left outside the dumpster.
3. Garbage **must** be secured in sealed plastic bags.
4. Only Household waste shall be placed in the dumpster.
5. Recycling Dumpster is for recycling ONLY. No trash bags. Boxes MUST be broken down.
6. Place yard waste in designated area behind the dumpster **not in the dumpster**.

C. The Department of Natural Resources Regulations - Violation of the following items may result in a very stiff fine which will be passed on to the Lessee.

The Department of Natural Resources has stated that the disposal of crab shells, animal feces, or any other debris into the water way and wetland is subject to a very stiff fine to the individual and/or Port. Anyone responsible for these acts is subject to immediate expulsion from the Port and termination of their license.

III. License

A. Licensee(s) must be 21 years of age or older.

1. Licensee(s) consist of no more than 2 members of an immediate household (spouse/partner). Licensee(s) are not required to provide proof of marital status to obtain or maintain this License. In order to confirm household residency and maintain accurate records, copies of driver's licenses must be submitted and kept on file for all Licensee(s).
2. NO subleasing or short-term rental permitted.
3. Licensee(s) MUST be present when their guest stays overnight.
4. Children, including Stepchildren, of current Port Delmarva Licensee(s), also referred to as "Site Holders", "Residents", may apply to be placed onto the waiting list at 18 (eighteen) years of age. In the unlikely event a site becomes available, and the applicant has not reached 21 (twenty one) years of age, that applicant must wait until they reach the age of 21 per Rule III. A. A special note will be made in their file and preference will be given for an open site, once the age of 21 (twenty one) is reached.

B. The License period is by the year; effective January 1 through December 31 at a rate established and published each year by the Board of Directors.

1. Licenses entered for less than the one-year period will be on a prorated payment schedule.
2. The licensee(s) may renew the license, subject to approval by the Board of Directors, by paying the annual license fee for the ensuing year before November 1.
3. Failure to pay the license by October 31st will result in a \$100 late fee. Should payment of license along with late fee, all electric payment(s), electric late fee(s) and storage fee(s) not be paid by December 31st, licensee(s) will automatically forfeit their license/site.

C. The order in which sites may be obtained at the Annual Site Selection Meeting is in seniority order determined by the date of the original uninterrupted license.

1. The Board of Directors' approval is required prior to relocating to any site.
2. Licensee(s) who change sites are requested to move their trailers according to a schedule determined by the Board of Directors.

D. Licensee(s) are not permitted to sell the license, give the site, rent the site, or change sites with another licensee(s).

E. Licensee(s) must put a trailer on their site. If a site has no trailer placed on it for 2 years, the Licensee(s) will automatically forfeit their license.

F. Port DelMarVa Board of Directors may terminate any license at any time for breach or violation of the Rules, Regulations and Practices for Site Holders or for any conduct deemed detrimental to the Port or to any of its occupants.

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- G. Any occupant or visitor of Port DelMarVa in violation of the Rules, Regulations and Practices for Site Holders or conducting themselves in a manner considered detrimental to the Port or to any of its occupants, as determined by a quorum of the Board of Directors, shall be expelled.**
- H. Port DelMarVa assumes no liability for theft, damage by fire or any other cause to personal property or for personal injury to anyone within the bounds of its property.**

IV. Storage areas

A. Storage area along the entrance drive:

1. The Port will assume no responsibility for boats, trailers, or other property kept in these areas. Utilization of these spaces is at the licensee(s) risk. The areas are to be used for the active storage of boats, boat trailers, or the licensee(s) tow vehicle. These special spaces are not to be used for storage of RVs. All trailers and boats must have valid registration sticker, or they are termed "dead storage" and must be removed.
2. All boats, trailers, and vehicles stored in the Boat Storage Lots must have valid registration from the state of the site holder's residence. Site holders residing in states that no longer issue registration stickers must submit a copy of their current registration each time it is renewed. A PDMV sticker will be issued which will show the expiration date. The Board of Directors will conduct periodic inspections. Any violations will be communicated to the site holder with a deadline for correction. Failure to comply by the specified date will result in fines and a new compliance deadline. Continued noncompliance will result in license cancellation and mandatory removal from the Port. All boats, trailers and vehicles of any kind must be in operable condition.
3. Decal(s) obtained by a Board of Director must be affixed to item(s), i.e., transom, trailer, etc.
4. Spaces are available along the entrance drive, assigned according to the seniority list for trailer site assignment at the same time as the trailer site selection. Only one (1) storage space will be permitted for each licensee(s).
5. No items can be stored past the storage site number sign.
6. A rental fee will be established by the Board of Directors.
7. Upkeep of the spaces shall be the responsibility of the licensee(s). Failure to maintain acceptable appearance and/or proper utilization shall result in forfeiture of the right to use the space.
8. The Board of Directors will monitor the use of the storage spaces and persons considered in violation of the intended usage will be requested to show cause why the stored item should not be moved.

B. Storage sites at the Bulkhead area:

1. Access to Rehoboth Bay is available at the canal.
2. The bulkhead area is limited to boats less than sixteen (16) feet in length without trailers, usually termed "car-top" boats and or Kayaks and Paddle Boards. Boats on trailers are not permitted to be stored in this area.
3. Storage rental fee is established by the Board of Directors.
4. All Kayaks, car-top boats and Paddle Boards will be identified by a decal and have an assigned slot in the car-top/Kayak/Paddle Board rack.
5. Decals for boat identification are obtained from any Director.
6. The Board of Directors will monitor the use of the storage spaces and people considered in violation of the intended usage will be requested to show cause why the stored item should not be moved.
7. Boat ramp usage is limited to hand carried watercraft only. i.e., Kayaks, Canoes, Paddle Boards and Car Top boats

V. Mooring space

A. Mooring space is available and permitted at the bulkhead for the licensee(s) boat only when the Licensee is in the Port. The Port only owns the property behind the bulkhead. Mooring outside of this space cannot be authorized by the Port. Any mooring will be at the owner's risk.

1. Mooring in this area will be on a "first come, first served" basis.
2. Your area will be considered vacant each time your boat is moved.
3. Mooring will be limited to the cleats available.
4. All boats moored at the bulkhead will be tied from the bow to a bulkhead cleat and anchored from the stern to keep the boat from swinging.
5. Boats will be moored to avoid interference with boat launching at the ramp.

VI. Site Improvement Committee

Site Improvement Committee consists of 2 Board Members and the President of the Board.

VII. Complaints, grievances, questions

Complaints, grievances, and/or questions requiring the Board of Directors review and approval shall be submitted in writing for action. Resolution of the complaints, grievances, and/or questions will be made by the Board of Directors.

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VIII. General Conduct

The LICENSEE agrees that LICENSEE, members of the LICENSEE'S family, guests, servants, invitees or licensees shall not make or permit to be made any unreasonable disturbing noises in or about the leased premises or the community at large, nor engage in behavior which is morally offensive or which is likely to result in a substantial risk of physical harm to other residents, or community management and/or employees or illegal conduct, loud boisterous behavior, or any kind of conduct which interferes with the rights, comforts, or conveniences of other residents or neighbors.

- A. LICENSEE agrees to accept full responsibility for the conduct of themselves, members of their family, their guests, agents, servants, invitees, or licensees. In the event of any criminal conduct, criminal activity of any kind or behavior which causes or threatens to cause irreparable harm to any person or property, LICENSOR may, upon notice, immediately terminate the License and if site is not vacated voluntarily within the stated time, LICENSOR may bring a summary proceeding for possession in the Justice of the Peace Court.
- B. LICENSEE shall not play or permit to be played any musical instrument, television, radio, or other noise-creating equipment of same shall disturb or annoy other residents or neighbors. Noise levels shall be reduced between the hours of 11:00pm and 8am. The sound shall remain within the confines of the trailer.
- C. No LICENSEE, member of their family, guest, agents, servants, invitees, or licensees shall trespass on any other licensee's or neighbor's sites or use other licensees' sites as shortcuts through the community. Children will be required to always play in their own yard or at the appropriate community facilities unless specifically invited into the yard of another licensee. Children are to respect the personal property of others as well as their site boundaries. Everyone is expected to conduct themselves in a dignified and neighborly manner. Be considerate of others and always keep noise level reasonable and in control.
- D. LICENSEE accepts full responsibility for the behavior of any and all minor children, members of their family and guests, and agrees to provide proper supervision (regardless of age) in the community, at bus stops, and any other common areas in the community. Damage caused by any LICENSEE, member of their family, guests, agents, servants, invitees, or licensees to property not their own shall be the sole financial and legal responsibility of that LICENSEE.
- E. No loitering, gathering, or grouping of persons in such a manner that interferes with community traffic or can be considered harassment will be permitted within any area in the community including community entrances. Violators can and will be prosecuted according to the local, state, and federal governing laws.
- F. Any uninvited person(s) found in the community will be asked to leave the community immediately. Persons of dubious interest will be arrested and prosecuted for trespassing and/or loitering and/or stalking.