



DOCK RULES

Dock and Facility Rules and Guidelines

These rules and guidelines are reviewed and approved by the Anchor Cove Board of Directors to ensure compliance with Association Bylaws, safety concerns and mutual respect for all in our family friendly facility.

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Overview

Anchor Cove Marina is an association of individual slip owners. Out of respect for each other's joint ownership, these rules and guidelines have been established to foster safe practices, maintain the value of our investments, indemnify our association from loss and ensure reasonable behavior in shared use of common areas. With this in mind we are all charged to keep the marina clean and orderly, and report all safety, environmental, and structural deficiencies to the Harbor Master. Owners are also responsible for ensuring this requirement is met by anyone occupying their slip. Throughout this document when "Owners" are referred to, this also means anyone who has signed a license agreement for a slip, also referred to as a "Tenant". This document assumes an owner's rights to parking overnight, designated tender dock space and upper lot trailer storage are signed away with any license agreement unless otherwise specified in the agreement on file in the marina office. This does not preclude an owner's right to visit, attend meetings or social gatherings and use other marina facilities.

Our Harbor Master has the overall responsibility for directing the daily operations of the marina and its business office while ensuring compliance with Marina Dock Rules, Bylaws and Declaration. Not all situations can be covered by written rules and as such, the Harbor Master has discretion in allowing minor and temporary deviations that suit a particular event in the spirit of our association's regulations and guidelines. The Harbor Master is assisted in this effort by our Marina Office Administrator. All of our marina staff are charged with creating a friendly and welcoming atmosphere for owners and their guests while guiding them in our marina practices and safety rules.

While the Harbor Master and family live on site they are not on call 24/7. Please be respectful of their privacy and limit calls for help excepting a true emergency, to the hours between 7am and 5pm each day. The Harbor Master is also afforded two days off each week. These occur during the

week at which times our Marina Office Administrator and or dock maintenance personnel are available for questions and help. See office for posted times and days of duty.

The docks are inspected each morning by the Harbor Master and or dock maintenance personnel for cleanliness, structural defects and general compliance with dock rules. Your cooperation and help in maintaining our facility is appreciated.

General Rules

◆ Environmental Concerns

The marina is part of a sensitive marine ecosystem. The discharge of oil, fuel, hazardous materials or untreated waste into the water, intertidal zone or on the uplands is prohibited. Holding tanks must not be emptied in the marina. Waste oil, garbage, and cleaning materials must be disposed of in appropriate shoreside receptacles.

If you spill or see any hazardous waste spill please immediately inform the Harbor Master. Hazardous waste spill kit materials are located in the West end of Shed #1 adjacent to the Workshop.

No major exterior boat renovations, construction, modifications or spray painting shall be undertaken at the marina. All sanding residue must be contained so as not to contaminate the marine environment, other boats, or the marina structures.

◆ Dock Cleanliness

DOCKS MUST BE KEPT CLEAN AND CLEAR AT ALL TIMES. No dock modifications are permitted. The Harbor Master must approve all dock attachments. Dock storage is limited to approved dock boxes which should be securely anchored to the dock and off main walkways. All boating gear must be stowed inside a dock box and never on top. Neatly stowed crab/shrimp traps are allowed on the back of a dock box. Boat steps on the finger piers shall not impede foot traffic to the ends of piers and should not exceed 21 inches in width. Dinghies or kayaks shall not be stored on the docks.

• Boat Fenders

Please check with the Harbor Master prior to permanently mounting any fender devices. A wide variety are allowed and the Harbor Master will guide you in how to best protect both your boat and our facility.

Boat fenders whether attached to the boat itself or permanently affixed to the dock, shall only be used to shield a boat from the dock whaler or side. Padded attachments or fenders affixed to vertical roof supports are not permitted and frequently break when a boat places pressure against them. The owner of the slip is then responsible for the repair. Depending on the type of fender or padding and how it is attached to the dock, moisture may also be trapped which in turns weakens a support over time.

◆ Slip Guidelines

• Securing Your Boat

Marina occupants are responsible for the safe and secure mooring of their boats and are liable for damage to the marina structures or other boats. Any damage to the marina must be reported to the Harbor Master as soon as possible.

• Snubbers

Snubbers are required at Anchor Cove for ALL boats over 21 feet berthed in slips. Anchor Cove is subject to wave action from larger boats and high winds during winter storms. This requirement not only protects your boat but preserves the dock structure as well. Snubbers should at a minimum, be placed at bow and stern on both port and starboard (total of 4). Spring lines are also required to prevent a boat from surging fore and aft in a slip. Snubbers are encouraged on these lines as well.

- **Water Hoses**

Water hoses shall be stored neatly so as to not impede dock carts or present a trip hazard. When not in use during winter conditions they should be disconnected from the source.

- **Boat Lengths**

The maximum boat lengths which includes the hull and all extensions or mounted dinghies are as follows:

40' Slips	45' – 7"
45' Slips	51' – 4"
55' Slips	62' – 8"

- ◆ **Pets**

We love our pets and the joy they bring to our boating, but to assure this joy is shared by all they must be leashed or caged while not aboard and all droppings removed to proper receptacles. Plastic pet waste bags are located at the main entrance to our marina.

- ◆ **Noise**

Respect others when setting sound system volume, conversing or operating engines or other machinery in the marina. Secure lines and halyards to prevent banging. Please observe quiet hours from 10pm to 7am.

- ◆ **Responsibility for Tenants/Guests**

The slip owner is responsible to ensure all who use their slip are knowledgeable and in compliance with all applicable rules. Owners should inform the marina of the impending arrival of any tenant or guest's boat in advance of their arrival in addition to completing appropriate forms and providing proof of insurance. In order to maintain a secure private facility, all new arrivals shall report to the Harbor Master or office upon arrival.

All license agreements are required to be filed with the marina office when occupying a slip. Please see Anchor Cove website for current information.

- ◆ **Boat Insurance**

Insurance is required for all watercraft in Anchor Cove. Owners, Tenants and Guests must have up to date boat insurance on file in the marina office at all times. We require policies to contain minimum "standard" yacht policy elements with a minimum liability amount in order to protect our facility against loss. Please contact the Anchor Cove Marina Office Administrator for information on requirements.

- ◆ **Living Aboard**

Owners have no restrictions on staying aboard.

Tenants may not live aboard.

Tenants are restricted to staying aboard no more than 7 consecutive nights per month, and no more than 6 weeks total per year.

- ◆ **Owner's Guest - Use of Moorage**

When an owner or tenant allows temporary (less than 30 days without an agreement) use of their slip by a friend or family member, the Harbor Master must be informed in advance and proof of insurance must be provided. The owner or tenant is responsible for ensuring the guest follows all dock rules.

- ◆ **Parking**

- **General Vehicle Parking**

Parking is limited to those who are actively engaged in boating activities. All other parking must be authorized by the Harbor Master in advance. ACMA reserves the right to tow unauthorized vehicles at owners expense.

During peak season, parking spaces can be tight at times and as indicated by signage, trucks and large vehicles are required to park away from the water side of the marina. If this is not possible, try to park away from dock cart storage. This is especially important on the smaller East parking lot adjacent to the marina office. ***During the high use peak season, longer term parking should be away from the water side, in the upper lot or against the fence to facilitate loading and unloading for other owners.***

Please pay particular attention to our busy parking lot with it's blind corners during the peak season. Limit your speed in our lots to 5 MPH or less.

Parking is limited to one vehicle per slip. Guest parking is permitted for friends and relatives ***actively boating with the slip owner*** (or tenant) and should be coordinated with the Harbor Master.

During our peak boating season from 1 May until 15 September, the allowance of one vehicle per slip will be monitored closely and enforced as required to permit all owners access to the parking lot. Please be sensitive to our need for parking and minimize the number of vehicles you bring to the marina. Temporarily having more than one vehicle present for the loading or unloading of a boat is allowed but not for overnight unless coordinated with the Harbor Master.

Trailers and dinghies must park in the upper lot in designated areas. Any trailer or small boat present in the upper lot must belong to a tender or boat moored at Anchor Cove Marina. The Harbor Master must approve all upper lot storage - see details below.

- ***Upper Lot***

The upper lot is available for limited storage of tenders and tender trailers only. ***To maximize storage, the overall length of boat and trailer is limited to 24 feet with the engine down.*** This allows for maneuvering of boats and trailers as needed in the upper lot. ***This storage is for owners and tenants only*** after registration with the Harbor Master. Any trailer or dinghy stored must be currently licensed and marked with the owners last name and slip number. The marina office has tags available for this purpose.

During peak season from May 1 until September 15th upper lot storage for dinghy trailers with or without boats becomes space critical at times. To ensure a parking space is available for any owner using the marina we will monitor this balance. The Harbor Master may double up trailers in spaces to make more room. If demand is very high, a lottery may be announced.

- ***Use of Open Dock Space for Small Craft***

At Anchor Cove we have the luxury of additional but limited moorage for ***small motorized tenders and boats.*** ***These locations are for owners/tenants actively using their tender - not for storage.*** This privilege is not extended to the guests of owners.

Tenders and small boats in the water at Anchor Cove must be currently licensed and ***not exceed 21 feet in overall length including a tilted up outboard.*** ***All tenders must be marked with owner's last name and slip number. Tags for this are available in the office.*** All boats longer than 21 feet must be in a numbered slip or in temporary moorage at the Harbor Master's discretion. Use caution as water at the shore ends of docks can become extremely shallow and boats may be exposed to damage from rocks. Access to shoreside slips is tight around the bottom of gangways and care should be exercised to avoid bumping power to adjacent slips.

With the exception of slip 168, space along the outer or North end of the East-West fairway of Docks B and C is reserved for temporary and brief use by larger boats, primarily for loading or waiting out current at the entrance. Any other use requires coordination with the Harbor Master. ***Use of the North end of D Dock is prohibited under all situations as it poses a safety issue for boats maneuvering and transiting the entrance.***

The designated moorage location for owner's and tenant's tenders and small boats is located at the south ends of A, B, and C docks and on the east side of the D Dock from the ramp to and including extra slip D-169. Slip 168 located at the Northwest end of B Dock is also available for use. Please note it is critical that no overhang occurs in slip 168.

The Harbormaster will actively manage tender locations during the peak season between 1 May and 15 September. Prior to occupying space on the dock, check in with the Harbormaster. A marked space will be assigned for a period of time not to exceed 10 days. This time frame is variable based upon demand. At the expiration of your allotted time, you will be asked to move your tender or if no one has requested use of that space you may extend your time. If your tender has not been used for two consecutive reservations on the dock and all other tender space is taken, plan to store it back on a trailer or in a slip. No reservation or holding of dock space is permitted without Harbor Master permission. The Harbor Master may also temporarily move tenders to aid users in getting around other tenders on the shore side ends during low tides.

The Harbormaster will also actively manage, upon request, owner's slips made available in their absence for use by tenders. ***The Harbor Master will upon request, hold specific tender space for staging these owner's tenders during departure and arrival at the marina.***

- **Boat Ramp**

The small boat ramp immediately outside our front gate is available to owners and tenants only. It is not a public use ramp and is only available to Anchor Cove by agreement with the owner of the adjacent property. Please respect this arrangement and install the guard chain after each use. Please utilize the water spigot near the entrance gate to clean your trailer of sand or debris before returning it to the upper lot.

Safety First

For any emergencies please immediately call the appropriate authorities followed by the Harbormaster and/or marina staff. Emergency protocols are currently in place in conjunction with local authorities to best handle any emergencies. Please follow the printed guidelines posted on the office window to best maintain life safety and property. A secure storage for backup keys which may be used for emergency access of your boat is available with the Harbor Master.

◆ Transiting the Harbor Entrance

The entrance to Anchor Cove frequently has strong currents that enter the marina on the ebb which are easily navigated by a single boat. Having two boats transiting the entrance or outer fairway at any time is potentially dangerous. Any boat entering or departing the harbor entrance shall exercise caution to approach in such a manner as to avoid collision with each other or docks. Avoid immediate blind turns into or out of the entrance in favor of longer approaches or departures that permit good visibility of the outer fairway and immediate waters. ***Right of way belongs to the boat departing Anchor Cove.***

To prevent tight maneuvering situations it is highly recommended that ALL boats:

1. Maintain a listening watch on channel 16 AND in addition make a brief "Securite" call especially at lower tides (using low power) to mitigate this risk. If coordination is needed between boats remember to switch from Ch16 to a working channel.
2. At low tides sound a long blast on your horn departing or entering.

◆ Fire Prevention

Anchor Cove Marina is a no smoking facility. No open flames or barbecues are permitted on open boat decks, docks, or the mooring areas. Designated barbecue sites are located adjacent to the Marina Office and are available on a first come first serve basis. Exercise care when using any portable electric device, catalytic reaction epoxy and in proper battery charging / maintenance.

◆ Fueling

No fueling of any kind is allowed inside the marina.

◆ Electrical Cords

Only marine UL approved 30 amp cords are allowed. Old or damaged cords present a fire hazard to the marina and are not permitted. Power cords should be secured to the dock in such a manner as to avoid drooping in the water or presenting a trip hazard on finger piers. Strain relief is recommended to ensure the plug stays securely attached to the power pedestal. No electrical modifications are allowed without specific Harbor Master permission.

Avoid arcing and damage to cords and connectors with the following habits:

1. Prior to disconnecting a power cord from either end, the power switch on the shore pedestal SHALL be turned off.
2. Prior to turning power on at the shore pedestal, ensure both ends of the power cord are securely plugged in.
3. If a boat is absent from the slip for any length of time, any permanently attached power cord should be properly disconnected from the shore pedestal.

Slip power belongs to the slip owner or tenant and should not be “borrowed” without the owner’s permission.

◆ Overhanging Dock Walkways and Fairways

Per Anchor Cove Declarations, DO NOT allow your bow pulpit to overhang the dock walkways nor your stern or bow to extend into a fairway beyond allowable limits. Overhanging walkways is a very real and often unsuspecting threat to individuals passing to and from their boats. A six inch **temporary** surge overhang under wind and wave conditions is all that is permitted. Overhanging into fairways creates maneuvering issues for fellow boaters. The Harbor Master or staff will not move your boat unless they feel there is imminent danger to your boat, our facility or to other owners. When doing so you will be notified.

◆ Children

Children 12 or younger shall be supervised by parents or guardians when on marina property and are required to wear life preservers when on marina docks. A convenient dock box with loaner life preservers may be found adjacent to the Marina Office.

◆ Swimming

No swimming or paddle-boarding is allowed in the marina. Commercial divers on file as contractors with the marina office may work on boats. Please exercise caution when idling your engines for any length of time if a diver is using an electric compressor. The carbon monoxide and smoke from your engine exhaust may be pulled into the diver’s hard hat. Try to motor away quickly after starting your engines if this is the case.

◆ Emergency Ladders

Emergency ladders are at the ends of most finger piers. Take note of their location and report any that may be accidentally deployed to the Harbor Master.

Facilities

◆ Maintenance

• Contractors

Contractors must have in-force liability insurance on file to perform work at the marina. A list of approved contractors is posted on the Anchor Cove Web Page and in the marina office and laundry room.

• Recycling of Used Fluids

Large recycling reservoirs are located behind the garbage dumpsters in the Fluid Recycle Center. Antifreeze, diesel fuel, oil and oil filters may be recycled here. **We are not allowed to recycle gasoline.** This must be done at the local Transfer Station. Some larger containers for transporting used oils from your boat as well as dedicated dock carts may be found in this area. If dedicated carts are not available please carry large containers by hand. Clean any spills in carts before returning them to the recycling

area. Please exercise care when transporting fluids and filters to avoid spills in the water or on upland areas.

Empty oil and anti-freeze containers placed in general garbage should have their caps screwed on tightly and then placed inside a tightly sealed plastic garbage bag. Used and thoroughly drained fuel filters and lightly soiled adsorbent pads must also be in a tightly sealed plastic garbage bag prior to disposal. Leaking oil or fuel residue from our garbage containers will run into parking lot drains and is an EPA violation. There is a small gray trash barrel in the recycling area for limited use in case you do not have a bag available to seal your containers. Some oil absorb pads are also in the spill kit dock box in the this area for use in containing any spills. Please replace any you use.

- **Garbage and Paper Product Recycling**

Our general garbage and recycling bins get a good workout during the peak season. These bins are for general household style garbage and recycling generated at the marina aboard your boats. Construction type materials are prohibited and may result in a denied garbage pickup by our vendor. **Please do not bring refuse from home.** Empty small propane bottles, drained fuel filters, tightly capped oil and anti-freeze containers and lightly soiled absorption pads may be thrown in the garbage if in a tightly sealed plastic garbage bag.

- **Self Help Pump-out Cart**

A large capacity pump out cart is available for owners and tenants which is stored in the Shed #2 adjacent to the workshop. Please get a checkout from the Harbor Master before your first use and use the sign out sheet in the shed. This cart is heavy, especially when full and is almost the full width of the gangways. It can be a gangway runaway hazard and should only be used at higher tides. Please empty and thoroughly flush the cart after each use.

A second option for pumping out your black water exists with Sanitation Offloading Solutions. This is a landing craft style boat that visits our marina every other week and with prior arrangement will pump out your tanks. Call 1-877-SOS-NUM2 (1-877-767-6862). Their web information is www.sosanacortes.com.

- ◆ **Workshop**

We have a wonderful workshop space that has a large selection of tools and counter space for our use. Please refrain from borrowing any designated marina maintenance tools from their marked areas. Be sure to **sign out all tools on the clipboard that you take to your boat.** As always, please respect your fellow owners by cleaning up and putting back tools as you found them. If charging batteries in the workshop please notify a member of staff as this presents a potential safety issue.

- ◆ **Laundry**

A First Aid Kit, Emergency AED, Book Share, Contractor's Listing and Lost and Found are located here on the back side of the Marina Office building. We take pride in its cleanliness. Please take care not to wash extremely dirty or oily items. The cost is a nominal 1.00 per use. Quarters are available in the Marina Office. Please be courteous and monitor your time so as to remove your laundry in a timely manner.

- ◆ **Restrooms**

Our restrooms are cleaned twice a week. Notify the Harbor Master or office of any supply shortages or emergency cleaning needs. Please note that pets are not allowed inside the restrooms.

- ◆ **BBQ & Picnic Deck**

Crab cookers, BBQs and picnic tables are available adjacent to the Marina Office for all to use. Help us maintain this area by cleaning the cooking equipment after any use. **Turn off all propane when you have finished using any cooker or BBQ.** No large gatherings after 9pm please.

Enforcement

Please observe all Marina Association Declarations, Articles, Bylaws, Rules and applicable Federal, State, County, and City rules, codes, regulations, and laws. Costs for labor and/or materials to correct or repair damages resulting from violations of the above dock rules shall be billed to the owner. In addition, fines up to \$300 may be imposed. While extremely rare, a vehicle may be removed at owners risk and expense for violation of these rules.

Enforcement is always viewed as a last resort by Anchor Cove Marina. Unfortunately, if repeated warnings or guidance for compliance are ignored then last resort action will be undertaken to protect our association of owners from liability, safety issues or abuse of privilege.