

OTTER CREEK LANDING YACHT CLUB

(Hereinafter referred to as the Yacht Club)

OPERATIONS INFORMATION

Approved by the Board - August 2023

WEATHER RELATED:

1. HURRICANE PREPAREDNESS:

- a. **Hurricane Season** – runs June 1 through November 30th. This rule applies anytime a hurricane warning is issued.
- b. **Make advanced plans** for the removal & storage of your boat/vessel & boat lift (if you have one).
- c. **Whenever a Hurricane Warning is issued, BOTH the water and electricity to the inner and outer docks will be turned OFF.** This is for safety reasons and as part the YC's Hurricane Preparedness Plan.

2. COLD WEATHER:

- a. **DISCONNECT your HOSE FROM FAUCET & DRAIN IT DURING FREEZING WEATHER months.**
- b. **We have 3 Ambient Freeze Protectors** – that **turn on automatically** when the temperature nears freezing and turns off when the weather warms up. Water runs continuously to keep the lines from freezing.
 - **TWO Inner Docks Locations** – one is by slip #1 on the south side of the east ramp by the bulkhead and the other is on the north side of the floating docks opposite slip #69.
 - **ONE Outer Dock Location** – which is between slips #71 & #82 at the north end of the main floating dock.
- c. **Freezing Temperature Procedures** –
 - (1) **Temperatures in the lower 30's to high 20's** - All 3 freeze protectors will be on.
 - (2) **Temperatures in mid to lower 20's** -
 - **Freeze protector at outer docks & the one at inner docks at southeast ramp by slip #1 will be on.**
 - **Water to the inner floating pedestal docks (slips 56 -70 & 00) will be turned off** at the red valve on the side of the bulkhead opposite slip #54; faucets will be opened and lines drained.
 - (3) **Temperatures in the low 20's or lower**
 - **All water to both marinas will be turned off; hoses disconnected and valves opened**
 - **Water will remain off** until there is an improved weather forecast for at least 3 consecutive days.
 - **Turning the water on and off** shall be done only by an authorized person.

BOAT RELATED: *The Yacht Club is not responsible for the boats anywhere on the YC property
And the YC has no obligation to watch out for or address any issues with the boats.*

3. GO SLOW WITHIN THE CONFINES OF THE INNER AND OUTER MARINAS:

This will prevent the jostling of moored boats as you move through the marina. For the inner marina it will also lessen sand and soil erosion from wave action in the marsh area at the entrance.

4. MOORING OF A BOAT/VESSEL:

- a. **The boat/vessel should be positioned far enough from the edge of the floating dock so the bow, bow anchor or anchor holder does not hang over and cause a walking safety hazard or hinder cart movement.**
- b. **No part of the boat/vessel (bow, side, stern, motor, etc.) should come in contact with the dock or piling.**
 - This is to prevent damaging the dock/piling or the flotation supports underneath the dock.
 - A fender or edging fender and its proper placement may be required to prevent this damage.
- c. No cleats or hooks can be installed on any piling and No line(s) can be tied to any piling within the finger pier and floating dock system.
- d. Boats on the east and south side of the outer docks should be moored bow out to prevent wave action during heavy storms from washing over the stern of the boat and swamping it.

5. BILGE PUMP/DRAINAGE SYSTEM:

- a. **Check and keep automatic bilge pumps and drainage systems operational.**
 - Thunderstorms can come up quickly and drop a tremendous amount of rain in a short time. Leaves, dog hair, marine growth can hinder scupper operation and/or clog the bilge pump.
- b. If you are going to be out of the area, please ask someone to keep an eye on your boat/vessel.

6. UNDER WATER BOAT MAINTENANCE:

- a. Contractors/workers will be licensed, bonded, and insured (as applicable for the type of work being done).
- b. Contractors/workers will be informed of Yacht Club concerns about working in the water, and will take appropriate testing and mitigation steps for their own safety.
- c. A "diver down" flag will be displayed when contractors/workers are in the water
- d. Since the contractors/workers are agents of the member, it is the responsibility of the member to see that the above points are followed.
- e. By inviting divers, the member assumes liability for any accidents that happen while the divers are on YC property.

MARINA RELATED:

7. DOCK AREA SHOULD BE SAFE and NEAT:

- a. Keep all lines, hoses, & electrical cords around your slip in neat order and placed to minimize tripping hazards.
- b. Nothing else (except approved dock boxes for the outer docks) should be on the docks. (*see R&R #7*)

8. HOSES WITH ALUMINUM FITTINGS:

- a. Inability to disconnect hose end happens when the hose is over tightened OR the aluminum hose end has corroded onto the bronze water faucet/backflow preventer. (Note: expandable hoses generally have an aluminum hose end.)
- b. To prevent this from happening: (1) use Teflon tape on the threads; or (2) apply a coat of Vaseline to both backflow preventer AND hose threads, or (3) put a brass adapter between the hose end and the backflow preventer; ...OR...(4) **use a hose with brass ends.**

9. BACK FLOW PREVENTERS ARE REQUIRED:

- a. To keep water from being drawn into the system and contaminating the water supply.
- b. If the hose **cannot** be disconnected from the backflow preventer/faucet, repairs will be made and the old hose will be left attached to whatever it is frozen onto.
- c. If your back flow preventer is not working properly, please notify the office so it can be checked/replaced

10. FLAGS, SIGNS & BANNERS ON BOATS:

As a courtesy to other members (as well as neighbors in the surrounding condos and houses), flags/signs/banners larger than 150 square inches **are NOT be flown or displayed on any boat moored in the Yacht Club marinas, UNLESS the boat is occupied.**

11. WATER:

- a. **TURN OFF WATER AT FAUCET WHEN NOT IN USE**
- b. Hang water hose on holder when not in use. When in use, place hose so it is not a trip hazard.
- c. Freezing weather info is listed above under #2 "Cold Weather".

12. ELECTRICAL INFORMATION:

- a. **Grounded electrical cords are required** between the boat/vessel and the power outlet at the docks.
- b. **INNER DOCKS** – Slip electrical cost is covered by the YC.
 - **Slips 1- 18 & 33 use 30 amp adapters AND slips 34-70 & 00 use 20 amp adapters**
- c. **OUTER DOCKS** – Electricity hookup and use costs are the responsibility of each slip Member.
 - (1) **Slips 76 & 81-98 use 30 amp adapters AND slips 71-75 & 77-80 & 99 use 50 amp adapters**
 - (2) **To set up an account – Call Duke Energy (1-800-452-2777)**
 - Your account will be listed as 100 Teakwood Dr. with the slip # following (*e.g. 100-75 Teakwood Dr.*)
 - Tell them Dave **Vaughan (910-547-1653)** or EWE Electric (910-4458-5832) will be doing the work
 - (3) **Call either Dave Vaughan (YC electrician - 910-547-1653) or EWE Electric in CB (910-458-5832)**
 - Whomever you chose will then inspect the power set up, pull the permit, make any repairs if needed
 - AND get a power verification inspection from New Hanover County
 - (4) Once meter base passes inspection the power company will be automatically notified AND Duke Energy will complete the job.
 - (5) **For any changes/additions involving the electrical pedestal:**
 - Member needs to write a detailed request to the Board (*Rules & Regulations #9; "Signs, Alterations..."*)
 - If request is approved, any costs will be the responsibility of the member.

YACHT CLUB RELATED:

- 13. ACCIDENTS:** The Yacht Club and/or its agents are not responsible for accidents.
- 14. VEHICLE PARKING in the Lewis & Teakwood PARKING Lots:**
- Parking is limited - Lewis lot has 17 spaces for 71 boats slips; Teakwood lot has 12 ½ for 29 slips.
 - Whenever possible, please car pool.**
 - OVER-NIGHTING ON YOUR BOAT:** (see Rules and Regulations #5)
 - To PREVENT your vehicle from being towed - Put a note with your slip # (only) on the dash of your vehicle or the driver's side window**
- 15. BOAT TRAILER PARKING in the Lewis & Teakwood TRAILER LOTS is for MEMBERS ONLY**
- Angle/place trailers so there is an efficient use of space;
 - Park smaller trailers in the narrower/shorter spaces and leave the wider/longer spots for the larger boat trailers
 - Do not block or move another trailer. If there is a problem, contact the YC Office.
 - Tie up wiring/chains around the tongue of the trailer**, so they are not close to the ground. (Our grounds person will not trim underneath the trailers for fear of getting his weed trimmer caught in the wiring/chains, which will probably damage both the wiring and the weed trimmer.
 - Trailer MUST be marked.** Check and refresh your trailer markings OFTEN, as the sun can quickly fade them.
- 16. SECURITY:**
- Remove key, valuables, fish poles & electronics, etc. from your boat. Lock valuables in your boat or car.**
 - Call 911** - If you notice suspicious activity, or have theft/vandalism to your boat or car.
 - (Dispatch will contact CB Police). **Also, please notify the YC Office.**
- 17. TRASH:** Please help keep the Yacht Club areas clean and help the recycle effort.
- Dumpster at outer docks and trash cart at inner docks are for YC and boating/fishing related trash ONLY.
 - DO NOT bring garbage, trash materials, etc from elsewhere & discard in the dumpster and/or re-cycle carts.
 - Put everything in the correct container. Leave NOTHING on the ground outside.**
 - Blue Recycle Carts:** are for metal/aluminum cans; glass bottles/jars; plastic containers/paper/non-waxed cardboard
 - NO PLASTIC BAGS or Styrofoam of any kind, NO hazardous wastes or their containers should be placed in the re-cycle containers.**
- 18. PLEASE CLOSE and LATCH OUTER DOCK GATE:** An open gate invites entrance.
- Having to unlatch the gate to enter a NO TRESSPASSING area may deter persons that are not Members, tenants, or authorized users.
 - AND it will help if we need to call the police on someone for trespassing. Your cooperation is appreciated.

SAFETY + LOCAL & OFFICIAL REQUIREMENTS:

- 19. ELECTRICAL SHOCK DROWNING (ESD):**
- How does it happen?** – An electrical fault aboard a boat **AND** a break in the green “ground” safety wire can result in a situation where the only path left for electricity to return to its source is through the water. When this occurs, a potentially dangerous patch of water can radiate out from the boat’s underwater metals. Anyone in this patch of water is in danger of electric shock drowning.
 - Electricity in the water** can result in feeling tingles or numbness, becoming paralyzed or in-water electrocution.
 - BE CAREFUL in waters around any docks with electrical connections.** (YC Rules & Regulations #27 states: “SWIMMING: No swimming, jumping or diving from the docks, piers or boats/vessels within the marinas.”)
- 20. NORTH CAROLINA FIRE CODE STATES:**
- “Fueling of floating marine craft with Class I fuels at other than a marine motor fuel-dispensing facility is prohibited.”** (FYI: Gasoline is a Class I fuel).
 - Reference source for the above is:** 2012 North Carolina Fire Code; Fire Prevention Chapter 22, titled Motor Fuel-Dispensing Facilities and Repair Garages; page 223, section 2210.4.

21. OIL/FUEL SLICKS:

To prevent possible official action and fines from the Coast Guard, CAMA, etc., please make sure there is no oil or fuel discharge from your boat or its bilge into the marina.

22. CAROLINA BEACH IS A “NO DISCHARGE ZONE”:

- a. **No Discharge Zone (NDZ)** – is an area where the discharge of boat vessel sewage, BOTH treated and untreated, is prohibited. ANY Marine Sanitary Device (MSD) Type I, II or III is prohibited from discharging into the waters of a No Discharge Zone
- b. **Waters affected by the prohibition** - include waters extending three nautical miles into the Atlantic Ocean along the entire length of New Hanover County, AND as of Feb.22, 2010 the Coastal area around Carolina Beach, Snows Cut, and even sections of the Cape Fear River are now declared a NDZ.
- c. **Local Pump Out Stations:** are located at the Snow’s Cut State Park Marina, Carolina Beach Yacht Club and Marina (formerly Joyner Marina), Federal Point Marina, and at Carolina Beach Town Marina at the northwest end of the town docks.

23. CAMA REGULATIONS: (*Costal Area Management Association*)

- a. **Only one registered boat/vessel may occupy any boat slip**, even if there is plenty of room for more.
- b. **If a boat lift occupies a slip**, then the boat must be placed on the lift when it is in that slip.
- c. **Fines may be imposed by CAMA** & the Yacht Club for non-compliance of these regulations.

ADDITIONAL INFORMATION: (NOTE: “Authorized user” has a member’s written permission to use that Member’s slip for mooring purposes AND has all required paperwork filed in the YC Office.

24. NO POOL PRIVILEGES: The Yacht Club does NOT have pool privileges in the HOA pool or pool area. Yacht Club Members/tenants/authorized users and accompanied guests may use Otter Creek Landing HOA Condo’s common-area board walkways **only**.

25. LIABILITY ISSUE REMINDER: (from our insurance company)

- a. The YC property, pier walkway, floating docks and slips are private property. No one can be on them unless they are a member, tenant or authorized user.
- b. Anyone else must be in the company of the member/tenant/or authorized user the whole time.
- c. **PLEASE do not tell others that they can come onto the floating docks, pier walkway or YC property to fish/ catch bait or launch/retrieve a paddleboard/kayak or watch the fireworks or flotilla.**
- d. **Anyone NOT in the company of a member, tenant, or authorized user will be considered trespassing. Please be sure your tenant/authorized user is aware of this.**

QUESTIONS/CONCERNS/REQUESTS: Should you have something you would like to bring to the Board’s attention, please send an email or text to the YC office stating the issue and the reasoning behind your request.

FOR YACHT CLUB MEMBERS

1. **DUES** - cover taxes, water, and all expenses related to the operation of the Yacht Club. Inner docks electricity is included. Outer dock members pay Duke Energy for metered pedestal use (see Operations Info above #12)
2. **QUARTERLY DUES DATES , FINES, LATE CHARGES & FEES PROCEDURES:**
 - a. **Dues-**

First Quarter Dues	due	by February 28 th	delinquent	if not received by March 30 th
Second Quarter Due	due	by May 30 th	delinquent	if not received by June 30 th
Third Quarter Dues	due	by August 30 th	delinquent	if not received by Sept. 30 th
Fourth Quarter Due	due	by November 30 ^t	delinquent	if not received by Dec. 30 th
 - b. **If payment is not received by the delinquent date listed above, a \$25 late fee will be charged AND a \$25 late fee will be charged at the END of each month until the account is current.**
 - c. **PAYMENTS RECEIVED WILL BE APPLIED TO OLDEST INVOICE ON STATEMENT.**
 - d. **If Member does NOT bring account current, then Member/tenant/authorized user will be denied use of the slip and any YC property.**
 - e. **Any use of the slip or YC property after the denial-of-use notification will result in trespassing charges and/or legal action.**

3. **ASSESSMENT DAMAGES AND FINES PROCEDURE:**

a. **REMINDER FROM:** *Declarations, Article IV, Covenants For Maintenance Assessments, Section 7:*

“ASSESSMENT FOR REPAIRS OF DAMAGE CAUSED BY FAULT:

If a member, assignee or lessee, or one of their guests, damages or destroys by his or her fault any of the property in the common area including the docks, boat slips and other facilities, the Board shall levy a special assessment upon the owner of that membership for the full cost of repair or replacement of such damage or destruction.”

b. ***See Yacht Club Properly Damage Procedure in #4 below.***

c. If payment is not received by due date, procedures listed under 2b, 2c, 2d, & 2e above will then apply.

4. **YACHT CLUB PROPERTY DAMAGE PROCEDURE:**

a. If damage is caused to the slip or any YC property by a boat left in a slip by a member/tenant/or authorized user, the Board will choose a contractor to make the repairs.

b. An estimated project cost and pictures of the damages will be obtained from the contractor.

c. The YC will send the member a letter concerning the following before repairs are started:

1) The estimated project cost, which includes a notation that supplemental expenses could be added to the estimated cost should there be hidden damage costs.

2) Pictures of damage(s) (where possible)

3) The member will be requested to let the YC office know if the cost will be paid by the member or will be submitted to the insurance company for payment.

4) If it will be submitted to the insurance company, the member will need to:

- Forward the YC letter to the insurance company

- Notify the YC Office if the insurance company will accept the pictures and estimated project cost OR if the company wants to send out an insurance person to assess the damage(s) **BEFORE** any work is started.

- **Insurance check will be paid to the YC.** The Member's account will be credited upon payment

5) The member's account will be billed for the estimated project cost. **When work is completed, the member will be invoiced for the final project cost and payment will be due in 30 days.**

d. The YC will try to complete the repairs as soon as possible.

5. **CONTACT INFORMATION FOR OTHER YC MEMBERS:**

The Yacht Club is governed by the Articles of Incorporation, Declarations, By Laws and their amendments and by Chapter 55A of the North Carolina Nonprofit Corporation Act. This statute requires that (upon written request from a Member) a list be made available containing the YC Members' names and addresses and the number of votes each member is entitled to cast. (YC Members are entitled to one vote per slip Membership.)

Contact the YC office in writing, if you would like a copy of this list.

6. **IF YOU DECIDE TO LEASE YOUR SLIP OR TO SELL YOUR MEMBERSHIP:**

a. Contact the office and request either the **Tenant/Authorized User Info Packet** or the **Membership Sale/Transfer Packet**

- Each packet has all requirements, info and paperwork necessary to help you complete your goal.

- **If you want to advertise your slip for sale or rent (or both) on the YC website**, contact the office and make your request. (Give your slip #, slip size, asking price for selling or renting (or both), first name and cell phone.) **Please notify the office when you no longer want your listing posted.**

7. **Please: NOTIFY THE OFFICE: WHEN YOUR TENANT/Authorized User IS NO LONGER IN YOUR SLIP.**

Yacht Club: Office Manager: Jeff Plautz Office & Text: 910-541-3431 Website: www.ottercreekyachtclub.com E-mail: ottercreekyachtclub@yahoo.com Office Address: P.O. Box 1355, Carolina Beach, NC 28428
--