

01/01/2018

PIER COMMITTEE
ST. LEONARD SHORES ASSOCIATION
PO BOX 463
ST. LEONARD MD 20685

Revised 01/01/2018

STANDING RULES

References: Articles of Incorporation of St. Leonard Shores Assn Inc., Covenants, St Leonard Shores Assn, dated October 13, 2009, By-Laws, St. Leonard Shores Assn as amended January 10, 2010 and Board of Directors, St Leonard Shores Association letter dated March 30, 2010.

PURPOSE

The Standing Rules established below shall be used as the basis for the operation, maintenance, and capital improvements of the St. Leonard Shores Assn community pier by the Pier Committee of the St. Leonard Shores Association. These rules must be approved by a 2/3 vote of slip owners present or by proxy at the 2018 annual meeting. Future changes to these standing rules must be approved by 2/3 vote of slip owners present or by proxy at the meeting in which the vote was taken. Quorum and proxy procedures identified in the Community By-laws shall be used-

These Standing Rules are mutually agreed upon standards for the operation, maintenance and capital improvements of the community pier. With the exception of non-payment of annual assessments, there are no penalties for non-compliance. Compliance is simply a matter of respect for our fellow slip owners and our neighbors.

PIER NAME

In 2017, The Board of Directors of the St. Leonard Shores Association approved naming the community pier as the "GRATER PIER" in memory of Guy Grater who devoted so much of his time and energy to maintenance and management of the pier.

PIER COMMITTEE

All St. Leonard Shores pier slip owners are members of the Pier Committee established by the Covenants. Each slip owner will be authorized one vote per slip. The Pier Committee will elect a slip owner to serve as Chairman and other officers as required. The Chairman will develop an annual operating budget based on utility bills, pier maintenance and, if approved, any capital improvements. The budget must be approved by a majority of the slip owners present or by proxy at the annual meeting. The approved budget will establish the requirement for the annual assessment for the

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next year. A report of the annual meeting shall be provided to the President of the Community Association and to all members of the Pier Committee.

The Chairman of the Pier Committee shall have the authority to approve expenditure of pier funds for utility bills. The Chairman of the Pier Committee shall have the authority to approve expenditure of pier funds for routine maintenance to the extent of the amount identified in the annual budget. In the event of an urgent requirement for unplanned expenditure of pier funds, the Pier Committee Chairman must obtain approval of a majority of the Pier Committee and then coordinate the expenditure with the Board of Directors of the St. Leonard Shores Association.

In the event that a slip owner has not paid the annual Pier assessment and is in default (non-payment as of June 1) as defined in the community by-laws, the Pier Committee Chairman shall have the authority to suspend pier utility services to that slip until payment in full is received by the Community Association Treasurer.

All actions of the Pier Committee shall be based on the understanding that the pier complex and associated park are community property, and that the slip owners have specific rights with regard to use of slips and parking at the pier complex as well as the safe operation and maintenance of the pier.

ANNUAL MEETINGS

The Pier Committee will meet at least once a year. The Chairman shall schedule this meeting prior to the annual meeting of the association. Slip owners/members of the Pier Committee will be given a minimum of 15 days advance written notice of the annual meeting. In that notice, the Chairman will promulgate a written agenda. The agenda shall include the proposed budget for the next year and identification of any proposed capital improvements.

ANNUAL ASSESSMENTS

The Association covenants provide the basis for the slip owner annual assessment. The Pier Committee will continue an annual assessment of at least \$50.00 per year to fund pier operation (utility bills) and routine maintenance. Any unused funds will remain in the pier savings account at the end of each fiscal year.

Annual assessments, in excess of the amount required to fund routine operation and maintenance, may be increased to fund capital improvements approved by the Pier Committee at the annual meeting.

RESERVE FUND

A reserve fund will be maintained in anticipation of long term major repairs. An amount of \$5,000.00 is established as the baseline of the reserve fund. Annual assessments will be adjusted to maintain the baseline fund level. The Pier Committee will not draw down the fund below this baseline without the consent of 2/3 of the slip owners present or by proxy at a meeting in which such a draw down is addressed.

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SAFETY

The Pier Committee will ensure that the community pier is safe for community use. Life rings will be provided in a minimum of two locations.

Electrical repairs will be completed in a timely manner. Unsafe electrical circuits will be tagged and locked "off" until repairs are made. All repairs must be made in accordance with Calvert County Codes.

Broken dock boards and other trip hazards will be repaired immediately.

Individual slip owners are responsible for immediate correction of unsafe conditions on boats moored in their slips.

No lines, electric cords or hoses are to be left unattended across pier walkways or strung between individual slip areas.

Open fires in boats moored at the community pier are prohibited.

PIER SECURITY

The Pier Committee will take all reasonable efforts to maintain the security of the pier complex. The security chain across the pier complex entrance will be controlled by the Pier Committee Chairman. The chain will normally be open during daylight hours of the boating season in order to facilitate community access to the pier. The Pier Committee Chairman may keep the chain closed in the event of a security risk to the pier complex or the boats moored at the pier.

Keys/combinations to the gate and the dock house shall be provided to slip owners only. The Chairman of the Pier Committee may change combinations/locks at his discretion. Slip owners will be advised of changes.

The Association and the Pier Committee will not be held liable for damage or theft.

RESPONSIBILITY

All boats moored at the St. Leonard Shores Community Pier must have, at a minimum, liability insurance in the amount of \$300, 000. The Pier Committee will not adjudicate damage claims between individual slip/boat owners.

Each slip owner is completely responsible for boats moored in his/her individual slip. Any boat occupying a slip will be secured so as to prevent release of the boat, damage to other boats or damage to the pier.

Should the Chairman of the Pier Committee or his designated representative deem it necessary to board any boat for the purpose of protecting same, he shall not be liable for any damage.

Slip owners are responsible for any damage caused by contractors performing work on boats moored in their slips or their boat lifts. Slip owners will advise the Pier Committee Chairman prior to commencement of work when they have authorized private contractors to work on their boats/boat lifts.

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SLIP USE

The Association covenants limit use of slips at the community pier exclusively to St. Leonard Shores Association members and their immediate families. Use of slips by guests or visitors, who are not Association members, will be limited to a maximum period of two weeks. Slip owners will advise the Pier Committee Chairman when visitors will be using slips prior to their arrival. Slip owners will also confirm that all guest boats have the required liability insurance prior to using the community pier.

ELECTRICAL/FRESH WATER SYSTEMS

The Pier Committee will ensure the electrical and fresh water systems of the community pier are properly maintained. All utility costs will be shared by the slip owners in an equal basis. Slip owners are encouraged to minimize use of electrical power through judicious use boat appliances and proper winterizing of boats. The operation of heaters, heating devices, heating lights or air conditioners will not be permitted without the owner on board, unless approved in writing by the Pier Committee Chairman. Approval will not be granted of the heating devices not certified for marine operation and thermostatically controlled to maintain engine room temperature between 35 -45 degrees F, and thereby precluding continuous operation.

The 120V duplex outlets located on the pier are for the use of the slip owners. Extension cords used with these outlets shall not be strung across the pier walkways.

No modifications to the electrical systems may be made without written permission of the Chairman of the Pier Committee. All modifications must conform to the National Electric Code for Marine Applications and Calvert County Codes.

The covers for each of the power panels located on the Dock House shall be locked to prevent unauthorized access to the electrical system. The Chairman of the Pier Committee will maintain control of the keys and provide access once appropriate documentation as provided as to the purpose and extent of electrical work to be performed.

Slip owners using pilings to secure mooring lines will use care to ensure electrical conduits and fresh water pipes are not damaged by such lines.

The fresh water system will be winterized at a time determined by the Chairman of the Pier Committee. For planning purposes, slip owners should not expect fresh water to be available from November 1 to April 1.

BOAT LIFTS/PILINGS

The policies and procedures outlined in the "Martell Letter" of May 29, 1999 are herewith cancelled and replaced by this section of the Pier Committee Standing Rules. Individual slip owners may install boatlifts and/or pilings in accordance with the following procedures:

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1.) At least 15 days prior to performing any work associated with installation of lifts/pilings, individual slip owners must provide written plans/drawings, appropriate specifications and neighboring slip owners notification/agreement to the Pier Committee Chairman for approval.

Once installed, new pilings installed on original slip boundary lines become the property of St Leonard Shores Association and will be maintained with all other existing pier components. New pilings, installed within the air space of original slip boundary lines, become the property of the slip owner who is responsible for maintenance and replacement as required.

2.) All construction and electrical wiring must conform to Calvert County Codes, and all boatlifts must have a dedicated electrical circuit separate from the existing shore power circuit.

3.) Neighboring slip owners must be notified in writing of any plans to install lifts/pilings. The Pier Committee Chairman will verify that proper notice has been given and contact the neighboring slip owners to determine if there are any concerns or objections. A neighboring slip owner will be given 15 days to respond to a proper notice. Failure to reply will be considered an affirmative vote for the proposed lift or piling installation and will be so documented by the Pier Committee Chairman. Any disputes will be resolved by an impartial Approval Committee of slip owners chaired by the Pier Committee Chairman plus four members.

4.) No boatlift or piling may infringe on a neighboring slip by extending past the outside edge of the existing pilings into a neighbor's slip air space.

When adjacent slip owners both desire to install boatlifts, or when one slip owner has already installed a lift and the neighboring slip owner desires to install a new lift, modify an installed lift, or modify piling location/placement, a solution for providing compatibility between the two boat lift designs on the shared pilings shall be mutually agreed upon by the two slip owners and the Pier Committee Chairman. All costs for new installations and/or rearrangement of previously approved existing installations shall be the responsibility of the requesting slip owner. If an agreement cannot be reached, the decision will be referred to the Approval Committee.

Once installed in conformance with the above regulations and conditions, the individual lift remains the personal property of the slip owner who remains responsible for its safety, maintenance and condition.

FINGER PIERS/ FINGER PIER EXTENSIONS

As originally designed, the SLSA Community Pier consisted of a main pier and finger piers for every other slip. The slip owners have and will continue to, as a matter of policy and with the approval of the Board of Directors, maintain the decking for the original pier and finger piers. The Pier Committee acknowledges its responsibility to maintain safe pier conditions and will immediately replace damaged or missing deck boards as required.

Individual slip owners desiring to modify/extend original finger piers or install new finger pier extensions must submit plans and specifications for the proposed extensions to the Pier Committee Chairman for approval following the same procedures outlined above for boat lift/piling installations. All new installations must conform to Maryland state regulations and Calvert County building codes.

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Individual slip owners are responsible for maintaining any new finger piers/finger pier extensions at the direction of the Pier Committee Chairman. Damaged or missing deck boards must be immediately replaced in order to ensure the safety of the total pier complex. If a slip owner fails to make required repairs within 7 days, the Pier Committee Chairman, acting as a representative of the Board of Directors and in accordance with the Articles of Incorporation of St. Leonard Shores Association Inc. Article IV (H) is authorized to effect the repairs and bill the slip owner for labor and material.

Removal or modification of slip owner installed finger piers must follow the same procedures as for new installations. It is essential that the Pier Committee Chairman approve all finger pier modifications in order to maintain pier configuration and co-ordinate safety during the modification/removal process.

As a matter of policy, individual slip owners maintain the "air rights" to their individual slips defined by the area between the inboard side (the inside edge) of the original slip pilings.

DOCK BOXES/DINGHY STORAGE

The storage of dinghies on the Community Pier and on the land adjacent to the pier parking lot is prohibited.

Dock Boxes are permitted provided the following conditions and installation guidelines are met:

- 1.) An installation plan and picture of the proposed dock box must be presented to the Pier Committee Chairman for review and approval prior to the installation.
- 2.) All dock boxes must be in the air space of the slip owner who is installing it. The base of the dock box shall not extend beyond the existing pier decking.
- 3.) All dock boxes shall be marine grade white fiberglass, designed specifically for dock usage and commercially purchased.
- 4.) Aluminum, metal or wooden dock boxes are not permitted.
- 5.) Homemade dock boxes are not permitted.
- 6.) Installation shall be accomplished in the following manner (diagram available from Pier Committee Chairman):
 - a. Remove at least three of the existing 2X8 treated lumber deck boards and replace them with 2X8 treated deck boards that extend in to the air space of the slip owner who is installing the dock box far enough to accommodate the depth of the new dock box. The new deck boards must be attached to the existing pier stringers with 3 inch or longer stainless steel deck screws. The cost of these boards are the responsibility of the slip owner installing the dock box.
 - b. Attach two 2X8 treated lumber deck boards perpendicular to the extended deck boards, one at the outboard edge of the extended deck boards and the other at the outside edge of the pier deck boards. These boards shall be either screwed or bolted onto the extended deck boards with stainless steel fasteners.
 - c. The dock box shall be mounted on top of the perpendicular 2x8s in a manner consistent with the manufacturer's guidelines and item 1 above.
 - d. Absolutely no flammable liquids of any type (fuel, paint, solvents, cleaners etc.) are permitted to be stored in the dock boxes at any time.

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7. The Pier Committee Chairman is authorized to conduct at least one inspection per year of all dock boxes, in the presence of the owner, to ensure compliance with paragraph 6.d above.

If an installed dock box is removed and not replaced, the owner of the slip is responsible for restoring the pier decking to its original configuration within two weeks.

REFUSE/GARBAGE AND TRASH

Refuse will not be thrown overboard. Garbage and trash must be removed from the pier by slip owners and/or guests.

Cleaning of fish must be confined to the fish cleaning station table. Fish heads and offal must be removed from the pier or dumped overboard only at the deep water end of the pier.