

Shelter Bay Community, Inc.
Harbor Committee
Operating Guidelines
July 2009

Mission Statement: To oversee and review the general framework for the management and operation of Shelter Bay Marina & Harbor and make recommendations to the Shelter Bay Community, Inc. and/or Shelter Bay Company Board of Directors regarding such management and operation.

I. AUTHORITY

The Harbor Committee is a permanent standing committee of Shelter Bay Community, Inc. appointed by the Board of Directors in accordance with the Shelter Bay Community, Inc. By-Laws, Article VI, Section 7 and as authorized in the Shelter Bay Company Administrative Policies, Chapter 40.020. The Harbor Committee shall oversee and monitor the harbor waters and marina operation and is acting on behalf of Shelter Bay Company. The Harbor Committee shall be comprised of no less than five nor more than seven members, of whom two will be Board of Directors members, for the purpose of carrying out and administering the covenants, restrictions, terms and conditions of the said Shelter Bay Community, Inc. Declaration of Protective Covenants and any Rules and Regulations made by the Board of Directors pertaining to Article IV, Section 3 of the By-Laws. Committee members serve a one-year term beginning July 1 and ending on June 30 of the following year. A majority of the members of this Committee shall constitute a quorum and it shall meet upon the same notice given by the same officers as required by Article V of the By-Laws for special meetings of the Board of Directors. The Harbor Committee shall conduct and carry-out the mission of the committee in the following manner.

II. OPERATING GUIDELINES

- A. The Harbor Committee shall maintain a “Mission Statement” and “Operating Guidelines” for approval by the Board. Changes in the above shall be presented to the Board for their approval.
- B. The Harbor Committee regular meeting schedule shall be on the second and fourth Tuesday of the month at 4:00 p.m. and will be held in the Shelter Bay Clubhouse. Any change to the scheduled meeting time will be posted in the Community Office. The Committee may at times go into executive session to discuss those issues allowed under Washington State law; and as prescribed in Rules and Regulations, Part II, Chapter 20, Committees. Any action taken in such executive sessions will be ratified by the Committee in an open meeting.
- C. The Committee shall consist of seven regular members including two Board members appointed by the Board of Directors. A Harbor Committee quorum will consist of the majority of the appointed committee members per Shelter Bay policies. Meetings may be held in person, by telephone or by other means where members communicate with one another in real time and are able to freely discuss the issues on the agenda, and where provisions can be made for community members' comments.

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- D. The Harbor Committee chair will be selected by the committee and recommended to the Board for approval. The Chairman shall attend all meetings and assist in maintaining committee records and files. The committee chair will advise the web master and committee secretary of the committee's meeting schedule. The committee will select from its membership a vice-chair and, if needed, a secretary. In the event the chairman cannot attend meetings, the vice-chair shall be asked to conduct meetings in the chairman's absence.
- E. The Harbor Committee chair is responsible for preparing the meeting agenda and providing notice of the meeting to Committee members and community membership. Provisions for community membership input or comments during the meetings must be made. Notice to Committee members must be made not less than 24 hours in advance of a meeting. In case of emergency, notice of a meeting may be called or waived provided that the Committee members acknowledge the change in email or writing, and the written acknowledgement is retained in the committee's records.
- F. Community notice shall be given by posting an agenda in the business office and on the Community web site not less than 24 hours in advance of the meeting. The Community notice shall identify the agenda items to be considered, and the time, date and location of the meeting.
- G. Within five days or less following a committee meeting the committee secretary will post the draft minutes in the business office and distribute them by e-mail to committee members, Community manager, marina administrator, harbormaster, and others as necessary.
- H. Roberts Rules of Order (latest edition) will be used for all committee meetings.
- I. The Harbor Committee chairman, with the assistance of the secretary, will provide the Board a monthly written committee activities report. The Committee Secretary shall attend all meetings and assist in maintaining committee records and files.

III. HARBOR COMMITTEE DUTIES

- A. Provide input to the Manager and make recommendations about Harbor matters, as necessary, to the Shelter Bay Company Board of Directors.
- B. Review marina moorage rates annually and recommend proposed rate changes for Shelter Bay resident marina tenants and non-resident marina tenants to Shelter Bay Company Board of Directors.
- C. Provide input to the Manager for the annual capital budget plan and draft a five year-long range plan for the marina for approval by the Shelter Bay Company Board of Directors.
- D. Draft contingency plans for marina emergency-related issues such as: vessel fire/explosion, oil spill, vessel sinking, abandoned vessel, adverse weather related issues, medical, dock structural failure and law enforcement, to be approved by the Shelter Bay Company and/or Shelter Bay Community, Inc. Board of Directors, as applicable.

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- E. Review existing marina rules and regulations; recommend changes, deletions, updates or new rules for the marina for approval of the Shelter Bay Company and/or Shelter Bay Community Inc. Board of Directors, as applicable.
- F. Address marina issues or written complaints from marina moorage renters on a case-by case basis, and make recommendations for action, as indicated.
- G. Review financial reports periodically and make recommendations, if necessary.
- H. Review and approve or disapprove requests for marina dock work as submitted on the Harbor Committee Request for Action form.
- I. Review and provide preliminary approval or disapproval for all marina electrical, dredging or other actions requiring permits with Shelter Bay Company and/or Shelter Bay Community Inc., Swinomish Tribe, Skagit County, Washington State or Federal rules or regulatory agencies.
- J. Review and approve or disapprove permit applications for private dock modifications/ expansions and coordinate such projects with the Building Committee.
- K. Maintain liaison with other marinas and marina organizations including membership in such organizations and purchase of magazines or publications relating to marinas.
- L. Recommend to the Manager, as applicable, any fines, sanctions, denial of privileges, and actions necessary and proper for enforcement of the Declaration of Protective Covenants, By-Laws and Marina Rules and Regulations adopted by the Shelter Bay Company and/or Shelter Bay Community, Inc. Board of Directors.
- M. Perform other duties relevant to Harbor operations as may be assigned by the Shelter Bay Company and/or Shelter Bay Community, Inc. Board of Directors.

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HARBOR COMMITTEE REQUEST FOR ACTION

The Harbor Committee meets on the 2nd & 4th Tuesday of the month @ 4:00 p.m. in the Clubhouse

Applicant Name:	Lot #:	Telephone #:	Dock & Slip #	Date:
Mailing Address:				
Dock Box Electrical Dock Condition Shrink Wrapping Cleats Other requests (circle one)				
Details of request:				
Continued on reverse side? Yes No (circle one)				
Work to be performed by:		Applicant's Signature:		

Harbor Committee Comments:

Approved? Yes No (circle one)	Chairman's Signature:
Cost Estimate:	Harbormaster's Signature:

Guidelines for Harbor Committee Action Request Form

The Harbor Committee would like you to be aware of the following items as you fill out this application:

1. The Committee meets on the 2nd and 4th Tuesday of the month at 4:00 p.m. in the Clubhouse.
2. Applications for consideration must be turned into the office by 3:00 p.m. the Monday before the meeting.
3. If this is an issue requiring immediate attention, please call the Harbormaster at (360-333-2952) in addition to filling out this form.
4. All requests to change from 30 amp to 50 amp service must be approved by this Committee and the requestor shall agree to cover the cost of changing the service. At the time of termination of the lease, the new service shall become the property of Shelter Bay Company.
5. If requesting that additional cleats be placed on the dock and/or finger pier, the desired placement of the cleats must be clearly shown on the dock using tape with an "X". The Harbormaster has the right to determine whether the cleat is actually necessary.
6. If this is a "Complaint" or an "Incident" involving damage to your boat, call the Tribal Police at 360-466-7237. You may need a case number to provide to your insurance company.