

Augusta Sailing Club House and Ground Rules Revised 20160208

1. Membership Categories and Responsibilities Revised 20160208

1.1. Individual, Family and Voting Membership

1.1.1. All Membership Categories in the Augusta Sailing Club (ASC or Club) may be either "individual" or "family" as provided for in the Augusta Sailing Club Bylaws, Article VII. Legally married couples may select either category. The complexities of the membership affected by the dissolution of marriage are dealt with in the bylaws. A "family" or "individual" member shall have the same dues and fee obligations. Active and Honorary Memberships have voting rights. "Individual" and "Family" Membership shall have one vote. Either family member (in eligible membership categories) may hold office; both cannot serve at the same time. Family membership includes children of 25 years old and younger living at home or in college.

1.2. Associate Membership

1.2.1. This membership category is the entry level for new members. Associate Membership is required for the first two years of membership. The anniversary date for transition to Active Membership is given in Section 7.3. Service hours are required during the Associate Membership period for continued membership with no option of paying the assessment fee. Associate Members shall pay the initiation fee and the same dues as Active Members. Fees for slip/mooring rental and dry storage shall be 100% of the base rate. Cabin ownership, camper ownership or slip purchase is not permitted during the Associate Membership time frame. Associate Membership does not carry any voting rights. Board Approval is required at the end of the 2 year period in order to move to Active Membership. The following service hours are required for maintaining Associate Membership based on Board approval month.

Associate Membership Approval Month	Service Hours Calendar Year 1	Service Hours Calendar Year 2	Prior to 2 Yr. Anniversary in Calendar Yr. 3
Jan, Feb., March	16	16	0
April, May, June	12	16	4
July, August, Sept.	8	16	8
Oct., Dec.	0	16	16

1.3. Active Membership

1.3.1. Active Membership is a full membership in the ASC with all rights, privileges and responsibilities. Board Approval is required to become an Active Member of the Augusta Sailing Club.

1.4. Non-Resident Membership

- 1.4.1. Non-Resident Membership is available to anyone living outside a 60 mile radius of the Augusta Sailing Club and is not an active participant at the Club. The full initiation fee is required for membership but the dues will be 1/4 of the standard rate. Service hours are not required. Non-Resident Members may not keep property or own property at the Club, and do not have voting rights. Non-Resident Members transferring to Active Membership shall first become an Associate Member. The Board may waive this requirement on a case by case basis for those who have been active in the Club and provided service hours. Active Members may become Non-Resident Members if they move out of the area.
- 1.5. Honorary Membership
 - 1.5.1. A member may be elected to Honorary Membership status under the following conditions. The recipient of this honor must have been a member of the Club for at least ten (10) years. The recipient must have given significant service to the Club during the tenure of their membership. The election must be by unanimous vote of the Board. There are no dues or service hours for Honorary Members, they shall have full membership privileges including voting rights.
- 1.6. Temporary Membership
 - 1.6.1. Temporary Membership is reserved for a person expecting to be in the Augusta area for a short time not to exceed 2 years, e.g. active duty military, medical student, or medical resident. Applicants for Temporary Membership shall provide documentation acceptable to the Board to establish their temporary status. No initiation fee shall be required and dues will be 125% of base rate. Service hours or service hours assessment fees are required. Fees for slip/mooring rental and dry storage shall be 150% of the base rate. Cabin or Camper Ownership is not permitted by Temporary Members. Temporary Membership does not carry any voting rights. Temporary Members wishing to apply for Active Membership shall pay the full initiation fee and first become an Associate Member. The Board may waive the requirement to become an Associate Member before Active Membership on a case by case basis for those who have been active in the Club and provided service hours but the initiation fee is still required.
- 1.7. Legacy Membership
 - 1.7.1. Legacy Membership is potentially available to children of Club members who have been Active Members for a minimum of 4 years. Individuals wishing to apply for this level of membership shall petition the Board for consideration. The Board shall consider if the Individual has been an active participant in ASC sailing programs prior to granting Legacy Membership. Those approved shall not pay an initiation fee and shall immediately become Active Members.
- 1.8. Youth Membership
 - 1.8.1. Youth Membership is reserved for those individuals 8-25 whose parents do not wish to participate separately in Club Activities. No initiation fee is required and dues will be 50% of base rate. Service hours are required of Youth Membership with no option of paying the assessment fee (current service hour requirement is 16 hours). Dry storage only is available at the base rate. Slip, mooring, cabin or camper ownership is not permitted. Youth Members shall have no voting rights. Youth Members are limited to one guest at a time (excluding supervising parent or guardian), unless additional crew is needed for Club sponsored regattas. The Youth Membership shall terminate on the member's 26th birthday. A Youth Member may pay the full initiation fee and be eligible to become an Active Member if they are 18 or older and have been a member for 2 years, if they have not been a

member for 2 years they will be eligible to become an Associate or Temporary Members as the Board may approve.

1.8.2. Youth Membership applicants aged 8-17 (inclusive) must have the Junior Program Director as their Primary Sponsor and shall have parental (or guardian) consent for membership as evidenced by a parent's (or guardian's) signature on the membership application form and the Youth Membership Parent's Consent, Waiver of Liability, Assumption of Risk and Indemnity Agreement (Appendix E).

1.8.3. Youth Members aged 8-17 (inclusive) are limited to participation in events open to Youth or Juniors. Such events are defined as organized practice, race, regatta or activities that are scheduled through ASC with adult supervision or activities approved by the Junior Program Director. Youth Members aged 8-17 (inclusive) must be accompanied by ASC staff or a responsible adult age 21 or older and authorized by the youth's parent or guardian at all times when on Club property or when representing ASC.

1.8.4. Youth Members are required to comply with all laws, rules and regulations of the Club or applicable governing authority. Adult supervision of Youth Members aged 8-17 (inclusive) must be familiar with applicable laws, rules and regulations of the Club or applicable governing authority. Adult supervision shall have a safety and rescue plan appropriate to the conditions.

1.8.5. Youth Members are eligible to participate as members of ASC and represent ASC at US Sailing and SAYRA events.

1.9. Sustaining Membership

1.9.1. Sustaining Membership is available to members who have been active for a minimum of 10 years. The Treasurer shall review and approve requests for Sustaining Membership status. Sustaining Members pay 1/3 of the quarterly dues. They cannot own or store property at the Club and do not have the right to vote. No service hours are required for Sustaining Members. They can return to Active Membership without payment of the initiation fee or review by the membership committee.

1.10. Professional Affiliate

1.10.1. Professional Affiliate membership is available to members or their offspring who wish to remain affiliated with the Club but no longer live within 60 miles of the Club. It is intended to provide a home club to a former member who is an active professional sailor, or in the marine industry, but no longer makes the ASC their home port. Election must be by unanimous vote of the Board. No dues or service hours are required. Professional Affiliates shall have site visitation privileges, but not voting or property on site rights.

1.11. Membership Fees and Dues

1.11.1. The Board of Governors sets membership application fees and dues, as well as fees for use of facilities such as slips, moorings, camper sites and so on. These fees will be published from time to time as the Board may determine.

1.12. Returning Former Members

1.12.1. Former Club members that left the Club in good standing may be reinstated to the membership status they were in when they resigned. Returning member applicants shall complete the membership application process except that only a primary sponsor is required and the initiation fee shall be waived.

2. Use of Facilities by Members Revised 20060814

- 2.1. As a condition of membership in the ASC, each member, family and guests shall use the facilities and participate in ASC activities at their own risk. The ASC shall not be liable for any claims, damages, injuries, actions or causes of actions that arise wholly or partially due to the negligence of the ASC. The member does hereby expressly release and discharge the Augusta Sailing Club, Inc., its agents and employees from all such claims. Members assume all responsibilities for liability regarding the use of their personal property on Club grounds.
- 2.2. Club members may rent Club facilities for private functions. For guidelines on rental of Club facilities, see Appendix D.
- 2.3. Club members who keep property at the Club, or lease Club facilities including slips, moorings, camper sites, cottages, etc, are required to keep such property in its authorized location, properly identified, and in good condition, to pay required fees, and to notify the Treasurer, the Caretaker, and the cognizant Dock Captain, Moorings Chairman, Dinghy Lot Chairman, or East Point Mayor of any installation, relocation, sub-lease, removal or major change in condition of such property. This requirement exists to provide for proper billing and lease arrangements, to assist in maintaining security and safety, and to assure fair treatment of all members. Details applicable to various kinds of member property and leased Club facilities are specified in the appropriate sections of these House and Ground Rules.
- 2.4. Members are responsible for locating, operating, maintaining and securing their property so as to avoid hazard to life and limb or damage to the property of the Club or of other members, or hazard to the environment. A standard of reasonable care is required. Reasonable care is that degree of care that would be expected of a knowledgeable and conscientious person, taking into account weather and other natural phenomena to be expected. This applies to boats in slips, at moorings, on trailers and elsewhere on Club property; to trailers, campers, houses and motor vehicles; and to any other member property on Club property. Members who fail to exercise reasonable care are liable for injury or damage caused by their property to other persons or property, and are responsible for paying to repair damage caused by their property. If Club Officers determine that a member is not exercising reasonable care, so that a member's property poses a hazard, the Club may take action as necessary to mitigate the hazard and bill the member for the cost of mitigation. Club officers will first attempt to contact the member and inform the member of the problem and give the member a reasonable chance to act, but then may act as necessary to mitigate the hazard. Persistent failure of a member to exercise reasonable care with regard to his or her property is grounds for termination of membership and seizure of the offending property.
- 2.5. Members may sublease, to other Club members, Club facilities for which they hold a lease. Members shall not sublease any Club facilities to any person who is not a member of the Club. Notification specified in 2.3 above is required for any sublease.

3. Gross Infringement of Rules or Misconduct — Approved 20040913

- 3.1. The Augusta Sailing Club has a responsibility to ensure proper conduct of its members at all functions of the Club and when Club members are representing the organization elsewhere. The Board of Governors may call a hearing when it has reasonable grounds for believing that a member has committed a gross infringement of Club rules or a

gross breach of good manners or sportsmanship. If the Board of Governors finds that there has been a gross infringement of Club rules or a gross breach of good manners or sportsmanship, it may discipline the involved member. A written complaint describing the alleged misconduct shall be sent to the Commodore. If the Commodore deems that an infringement warranting adjudication has occurred, the Commodore will bring the matter to the attention of the Board of Governors. If, by majority vote, the Board of Governors believes adjudication is warranted, a jury of three disinterested ASC members shall be appointed by the Commodore to conduct a hearing. The jury shall not be comprised of any member of the Board of Governors or officers of the ASC. If three members cannot be convened, the hearing shall be continued until such time as a three-person jury is convened. The jury shall hear from both sides in the dispute. If the jury finds gross infringement of Club rules or gross breach of good manners or sportsmanship, the jury may recommend to the Board of Governors disciplinary action.

3.2. Disciplinary action may include the following:

3.2.1. A letter of reprimand

3.2.2. Suspension from Club events for 3, 6, or 12 months

3.2.3. Dismissal from the ASC

4. Financial Obligations of Membership Revised 20050509

4.1. Primary financial support of the ASC is borne by the members in the form of dues and user fees. Dues are paid by every member (except as described above) and provide the member and family with access to the Clubhouse and facilities, ASC grounds, courtesy docks and ramps. This fee also supports the caretaker and costs associated with the administrative management of the ASC. User fees are levied for items and activities that give individual members special access, i.e. moorings, dry boat storage, haul-out facilities, leased cruising boat docks and cottage and camper sites. These have limited availability and are based on a first-come first-served basis. It is the responsibility of the member to contact the appropriate person to get location assignment and approval before storing personal property at the ASC. It is the member's responsibility to contact the treasurer or his/her appointee to ensure that the proper fees are applied to the member's account. Nonpayment of proper fees could result in the loss of the privilege of keeping property on the ASC grounds.

4.2. The ASC conducts social events and regattas funded by the participants. Pre-registration/notification of member participation is typically required to maintain low cost. Revenues for events are generally collected at the time of the specific function and are normally not billed.

4.3. The ASC expects timely payment of quarterly billings that are due upon receipt. Failure to pay promptly will initiate delinquency proceedings. (See 5. Delinquent Member Procedure). Members wishing to resign from the ASC should send a letter of resignation to the treasurer or his/her designee stating that they have removed all personal property from the site and wish to resign. Resignations become effective at the end of the current month and are based on the postmark on the letter of resignation. Lacking a letter, the treasurer will make a determination of resignation date, by attempting to contact the member, and based on knowledge that all property has been removed from the Club grounds. In order to resign in good standing, the member must pay dues until the date of resignation.

5. Delinquent Member Procedure Revised 20061009

- 5.1. Dues and fees are “posted” to member’s accounts at the beginning of each quarter and are payable upon receipt.
- 5.2. Any account not paid after 60 days will be sent a notice stating that the account is now 30 days in arrears. Payment must be received within 30 days to avoid consideration for suspension at the next board meeting. A late fee, in accordance with the Schedule of Fees, may be applied at the discretion of the Treasurer.
- 5.3. The member shall be sent a reminder of the ASC’s Delinquency Procedures and Penalties guidelines. This notice shall either be mailed with the bill or mailed separately.
- 5.4. The Treasurer shall send a letter to any members with delinquent accounts providing the date of the next board meeting. The balance due must be received by the treasurer before the board meeting
- 5.5. At the board meeting the treasurer shall inform the board of the suspension of the non-responding members. The treasurer may also reinstate these members in accordance with the provisions below.
- 5.6. Following the board meeting the treasurer shall write a letter to the suspended member stating that:
 - 5.6.1. The board has been informed of the suspension.
 - 5.6.2. The member’s property must be removed immediately from the ASC.
 - 5.6.3. The suspended member must make an appointment with the caretaker to gain access to the Club in order to remove property.
 - 5.6.4. The account is delinquent and amount is indicated in the letter, which is an outstanding debt that must be paid by the delinquent member.
- 5.7. If the delinquent member does not pay the balance owed within 30 days after being notified of suspension, the Club may proceed against the delinquent member in court or by other legal means to compel payment. Method of compulsion may include seizure of the delinquent member’s property in any location, seizure of bank accounts, garnishment of wages, or other remedies.
- 5.8. For reinstatement, there shall be a Reinstatement Penalty Fee required in addition to the balance due on the account. The Reinstatement Penalty Fee shall be equal to the sum of quarterly dues and fees billed at the beginning of the current quarter. With payment of the balance due, plus the Reinstatement Penalty Fee, the treasurer is authorized to reinstate the member.
- 5.9. The treasurer is responsible for administrating all Club action relative to delinquent and suspended members. This responsibility includes the disposal of property of suspended members under Georgia law.
- 5.10. Any member suspended for a third occasion will automatically be moved to Past member and not be eligible for future reinstatement. Also, any Suspended member that has not satisfactorily met his financial obligations for reinstatement within 90 days of the suspension will be moved to Past member and will not be eligible for future reinstatement.

6. Sponsoring a New Member Revised 20100308

6.1. Active and Honorary Members may sponsor (primary or secondary) potential new members. The roles and responsibilities of sponsor are defined in Section 7.

7. Membership Process Revised 20100308

7.1. Applicant Requirements

- 7.1.1. Membership in the Augusta Sailing Club is reserved for those applicants with an active interest in sailing or supporting sailing. Membership applications shall provide information to document such interest.
- 7.1.2. New member applicants shall be sponsored by a primary and two secondary sponsors. The sponsors must be Active or Honorary Members and one sponsor must have been a member for at least five years.
- 7.1.3. Attendance at two ASC Events as the guest of a sponsor or as an ASC sponsored regatta participant is required prior to submitting an application. Events need not be in the same year.
- 7.1.4. The applicant and a sponsor shall attend a Board meeting to submit a completed application along with the initiation fee.
- 7.1.5. All approved applicants will become Associate Members for the first two years and must meet the Associate Membership requirements in order to maintain their ASC Membership. The exceptions to this requirement are those who apply for Non-Resident Membership and Legacy Membership.

7.2. Application Process

- 7.2.1. The Immediate Past Commodore shall serve as the Board contact for new membership applications.
- 7.2.2. The primary sponsor shall be responsible for ensuring that the prospective member has an active interest in sailing and will guide the applicant through the application process. The primary sponsor shall be responsible for inviting the applicant to Club events. The primary sponsor shall also obtain the endorsement of two secondary sponsors and ensure that 1 of the 3 sponsors has been a member for a least 5 years.
- 7.2.3. The primary sponsor shall submit a completed application for membership (See House & Ground Rules Appendix E for Membership Application) along with the applicant's initiation fee to the Immediate Past Commodore for review after the application requirements have been met. The Past Commodore shall review the application and schedule a Board Meeting for a sponsor and applicant to attend if the application is complete.
- 7.2.4. The applicant and a sponsor shall attend the scheduled Board Meeting and present the application to the Board. The applicant will be asked to leave the meeting after introducing themselves to the Board. The Board shall review the application. If the application requirements have been met and the Board believes the applicant has an active interest in sailing or supporting sailing then the Board may approve it for publishing in the Starboard Tack.
- 7.2.5. A summary of the applicant's information shall be published in the Starboard Tack for member review and comment. The Board shall vote on final approval at the next available Board meeting no earlier than 10 days after the applicant information is published in the Tack. The Board shall consider any comments received from members prior to voting on final approval.
- 7.2.6. The Past Commodore, upon approval of the application, shall contact the applicant and primary sponsor and will send a welcome letter to the applicant. The

applicant shall have full use of the facilities upon Board approval for membership as long as the requirements of Associate Membership are met.

7.3. Associate Member to Active Member Transition

7.3.1. The Board shall review Associate Members on their two year anniversary date for approval of Active Membership. The anniversary date shall be the month before the nearest billing cycle after two years of Associate Membership. The anniversary date shall be as listed below. The Board shall review and determine if the applicant has performed the necessary service hours. Associate Members that are approved by the Board will be converted to Active Members. Those that do not meet the requirements will have their membership terminated at that time.

Associate Membership Approval Month	Anniversary Date For Board Review	Active Membership Date
Jan, Feb., March	March	April
April, May, June	June	July
July, August, Sept.	Sept.	Oct.
Oct., Dec.	Dec.	Jan.

8. Guests Revised 20100308

8.1. Subject to certain rules, Club members may entertain guests at the ASC. The Host must be present at the Club with the guests at all times and is personally responsible for the actions of his guests. Members shall not give out gate codes to guest and shall not expect the resident manager to open the gate for guest. Guests include family members that are not members of the Augusta Sailing Club.

9. Volunteering/"Service Hours" Revised 20100308

9.1. The ASC is an all-volunteer organization, not a commercial marina. No member receives compensation for his or her services, except professionals in the course of their trade or field. The success of almost every project or program undertaken by the Club is entirely dependent on member involvement and cooperation. Organized work parties are established each year and are on the calendar, which is posted on the ASC website (<http://augustasailinclub.org>) and periodically published in the *Starboard Tack*. The member is responsible for signing the "work party" sheet in order to receive service hours. The Vice Commodore will tabulate "service hours" and notify the ASC bookkeeper, prior to the first quarter's billing.

9.2. "Service Hours" can also be obtained by assisting with other events, such as regattas or social events. The member is responsible for notifying the person in charge of the regatta, social event or the Race Committee Captain to ensure that proper credit is documented.

9.3. Each member is expected to volunteer 16 hours per year to support and enhance ASC operations. If a member is unable to fulfill this obligation, a monetary fee will be assessed during the first quarter of the following year's billing cycle, as determined by the Board of Governors. Exceptions to the numbers of hours and ability to pay the monetary fee are noted in Section 1, Membership Categories and Responsibilities.

10. Club Management Revised 20080908

10.1. The ASC is a non-profit corporation managed by the Board of Governors. The Board is made up of five officers: Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer; the immediate Past Commodore; and eight Governors. The

duties, authority and responsibility of the Board of Governors and the Officers are specified in the Bylaws.

- 10.2. The Board meets regularly each month. The dates and location of the meetings are published in the *Starboard Tack*. At these meetings Club business is conducted and policy decisions are made. All members are welcome to attend the Board meetings and to voice their concerns and opinions. As specified in the Bylaws, portions of Board meetings may be closed to members other than the Board, by vote of 2/3 of the Board.
- 10.3. A meeting of the general membership is conducted annually, in November. At this meeting, the officers report on the general status of the ASC, and the new board members and officers are elected.
- 10.4. Other meetings of the general membership may be called for the purpose of amending the Bylaws, or for other purposes, as set forth in the Bylaws.
- 10.5. Officers and members of the Board of Governors are required to comply with the Conflict of Interest Policy, Appendix G of the House and Ground Rules.

11. Document Control Revised 20120109

- 11.1. Key documents of the Club shall be maintained in a controlled way, in order to:
 - 11.1.1. Identify current approved versions;
 - 11.1.2. Control the content of current approved versions;
 - 11.1.3. Make current approved versions available for use;
 - 11.1.4. Enable revision in a controlled and orderly way.
- 11.2. Key documents include:
 - 11.2.1. Bylaws
 - 11.2.2. House and Ground Rules
 - 11.2.3. History of the Club
 - 11.2.4. Schedule of fees
 - 11.2.5. Leases for slips, cottages and campsites
 - 11.2.6. Contract with the caretaker
 - 11.2.7. Other contracts and agreements that the Club may enter into.
- 11.3. Document identification, numbering and formatting:
 - 11.3.1. The requirements given below for identification, numbering and formatting shall apply to key documents that are issued or revised after the date of approval of this Document Control rule.
 - 11.3.2. Existing documents whose identification, numbering and formatting are not such as to enable unique identification, ease of reference and orderly control, should be revised on a priority basis in order to meet these requirements.
 - 11.3.3. The Board of Governors should determine what documents are to be revised so as to achieve compliance with these requirements, and the priority order of such revisions.

- 11.4. Documents shall be identified as follows:
 - 11.4.1. Title
 - 11.4.2. Document number or other unique identifier, which shall remain unchanged once approved;
 - 11.4.3. Revision date, in the format *yyyymmdd*, where *yyyy* is 4-digit year, *mm* is 2-digit month, and *dd* is 2-digit day.
- 11.5. Articles, sections, paragraphs and other subdivisions of documents shall be numbered or otherwise identified.
 - 11.5.1. Identifiers should be unique and orderly, so as to facilitate reference and control.
 - 11.5.2. Identifiers should not be changed after they are approved.
 - 11.5.3. When a subdivision of an approved document is deleted, the identifier should remain, with the word "Deleted."
 - 11.5.4. Identifiers may be reserved for future insertions. The identifier should be inserted, with the word "Reserved."
 - 11.5.5. A hierarchical numbering system shall be used for the House and Ground Rules.
 - 11.5.6. A hierarchical numbering system should be used for other documents where possible.
- 11.6. Document appendices.
 - 11.6.1. Some key documents may be controlled as appendices to another key document, called hereafter the "parent" document.
 - 11.6.2. The identifier of an appendix shall include the identifier of the parent document and a specific appendix designation, in order to make the identifier unique, and to make the document easy to refer to and control. The specific appendix designation should normally be a letter.
- 11.7. Formatting
 - 11.7.1. Documents should be formatted in a way that makes them easy to read, and easy to refer to.
 - 11.7.2. Long documents should have a table of contents, and may need an alphabetical index of contents, in order to facilitate locating specific items.
 - 11.7.3. In a document whose contents are numbered hierarchically, the Table of Contents and Index may refer to specific numbered subdivisions, rather than to page numbers.
 - 11.7.4. Typography should be such as to facilitate reading and reference, and should support the hierarchical ordering of a document. The font, size and style of type should be selected on this basis.
- 11.8. The Secretary shall maintain a paper copy of current key documents.
- 11.9. A computerized copy of each current key document shall be maintained in a suitable file format by a person designated by the Secretary. This computerized copy

will be maintained unchanged, except as directed by the Secretary to incorporate approved revisions.

- 11.10. A log of approved revisions shall be maintained as directed by the Secretary.
- 11.11. Copies of key documents shall be placed in locations convenient for the Board of Governors and Club members to use. As a minimum, these locations shall include:
 - 11.11.1. A paper copy in a binder in a suitable place in the clubhouse.
 - 11.11.2. A copy posted on the Club web site.
- 11.12. The Secretary shall review the control and posting of the documents at least quarterly, and shall report results to the Board of Governors.
- 11.13. The Vice Commodore shall audit the control of the key documents at least annually, and shall report results to the Board of Governors.
- 11.14. The Secretary, Treasurer, and Vice Commodore are responsible to ensure all business records are retained in accordance with the time limits set up in Appendix L. The annual inventory should be presented to the Board during the First Quarter. This written inventory should include:
 - 11.14.1. Description of the documents
 - 11.14.2. Retention Period (as outlined in Appendix L)
 - 11.14.3. Location of the documents
 - 11.14.4. Expected destruction date

12. Long Range Planning Committee Revised 20130610

- 12.1. A committee shall be established consisting of three members to be known as The Long Range Planning (LRP) Committee.
- 12.2. The Commodore shall confer with the Board of Governors and then appoint the members of the LRP Committee. Their tenure of office shall be as follows: one three-year term, one two-year term, and one one-year term. Successors to the committee shall be appointed at the expiration of the representative terms, and the tenure of office shall be for three years, with one member rotating off the committee each year, and a new member appointed each year. The chair of the LRP shall be the member with one year remaining.
- 12.3. The duties of the LRP Committee shall be as follows:
 - 12.3.1. The committee shall promote the general welfare of the ASC, plan for the overall physical development of the ASC properties, buildings, dockage, conversion of presently unused acreage to the best interest of the ASC in compliance with the Conservation Use Program (see Article 26), and make known to the Commodore and Board of Governors any and all observations for the physical and financial improvement of the ASC at large and the ASC's overall facilities.
 - 12.3.2. The members of the LRP Committee shall be limited to the status of an advisory committee and shall be responsible to the Board of Governors.
 - 12.3.3. The LRP Committee shall be available to individual members and groups of members for any recommendations or projects that members feel should be considered in the Long Range Plan for the ASC's benefit.

12.3.4. The LRP Committee shall meet as needed. The LRP Committee shall be “on call” by the Board of Governors upon reasonable notice to meet with and discuss matters requested by the board within the purview of their committee functions.

12.4. Members of the LRP Committee shall not be active officers or members of the Board of Governors, with the exception of ex officio members.

13. Caretaker/Resident Manager Approved 20130211

13.1. The ASC employs a Caretaker/Resident Manager who lives on the ASC property. The specific responsibilities of this Caretaker/Resident Manager are defined in the position description. These duties include, but are not limited to, routine cleanup, security, and general grounds management. The Caretaker/Resident Manager is accountable to the Board and takes direction only from the Commodore or his/her designee. The Commodore’s designee shall be the Rear Commodore in matters regarding the House and Grounds and the Caretaker/Resident Manager shall routinely take direction from and report to the Board and the Commodore through the Rear Commodore unless the Commodore shall otherwise designate.

13.2. The Commodore evaluates the performance of the Caretaker/Resident Manager at least annually, and more often if needed. Evaluations shall be recorded in writing, including any comments the resident Caretaker/Resident Manager may wish to make.

13.3. The Caretaker/Resident Manager serves at the discretion of the Commodore. Employment of the Caretaker/Resident Manager may be continued or terminated as the Commodore may decide.

13.4. If members wish to confer with the Caretaker/Resident Manager, they are asked to make pre-arrangements to meet with him and afford him the same courtesies as would be expected of anyone visiting your home. The Caretaker/Resident Manager has been instructed that his regular duties do not include the performance of personal services for individual members. The Caretaker/Resident Manager is not for hire by individual members.

13.5. Unless it is an emergency, the Caretaker/Resident Manager is not to open the gate for members or their guests.

13.6. If a member has issues or concerns with the Caretaker/Resident Manager, the member should contact the Commodore or his/her designee.

14. Use of Clubhouse Kitchen and Furnishings Revised 20070507

14.1. Under normal conditions, the clubhouse kitchen and facilities are available for the use of Club members, and members with a few guests, and, by permission, for private parties. Primarily and of highest priority, the kitchen is for Club functions.

14.2. Club functions, and private parties that are approved by the Board, may bring in an outside caterer. The caterer shall be under the direction of the Club function chairperson or their delegate. In the case of an approved private party, the caterer shall be under the direction of the host member.

14.3. Fleet-hosted Regattas and events that are on the official calendar are approved special parties, and are also considered Club events. However, they should provide their own supplies.

- 14.4. Smoking is not permitted in the kitchen, bathrooms or the clubhouse.
- 14.5. Rules for use of the clubhouse kitchen; these rules apply to all users:
 - 14.5.1. Locked cabinets and the locked side of the refrigerator contain Club supplies and are not to be opened and/or used without the permission of the Kitchen Coordinator. The Kitchen Coordinator can grant permission to use the supplies on a "payback" basis. Before any Club event, the Kitchen Coordinator should be contacted in order to obtain keys to cabinets.
 - 14.5.2. Members and/or caterers shall not remove flatware, dishes, cooking tools, pans of any type, or kitchen supplies from the Club kitchen. Caterers contracted by the Club may use Club kitchen utensils and pans with the approval of the Event Coordinator.
 - 14.5.3. Any person or group using the clubhouse and adjacent area or kitchen must clean up and return all areas to suitable condition for the next user. "Leave it as you would like to find it the next time you need to use it."
 - 14.5.4. If there is a need to leave food in the refrigerator, mark it with a name and date. Unmarked, perishable food will be discarded on Tuesday of each week. The Club will not be responsible for replacing discarded food.
 - 14.5.5. Minor children (under the age of 16 years) must be supervised in the kitchen if they are cooking or using sharp utensils.
 - 14.5.6. During Club-sponsored events, the kitchen is closed to individual member use. During approved private parties, Club members may use the kitchen and facilities.
 - 14.5.7. The liquor cabinet and/or beer tap are for use of Club-sponsored events only.
 - 14.5.8. Outside grills are available for Club member use. The grills are to be left clean and in proper position.
 - 14.5.9. Any fire in the fireplace must be safely managed, and properly extinguished before leaving the building.
- 14.6. Private parties: See Appendix D
- 14.7. Members may entertain at their cabin, camper or boat provided that the number of people is reasonable based on the capacity of the accommodations.

15. Gate Operation Approved 20120312

- 15.1. A proximity card access system is the primary means of access to the Club. Proximity cards are obtained from our Resident Manager.
- 15.2. Each family membership gets one free proximity card and a second card can be issued for a fee. Families with driving children that use the Club can apply for a third card under the child's name for a fee. Other needs will be considered on a case by case basis.
- 15.3. The gate keypad code system is also available for special events, crew/guest access and contractor access. The code is published on the member's only portion of the website and will be changed frequently to control unauthorized use. See the Resident Manager to arrange a special event code or contractor access code.

- 15.4. The wireless remote system is also available as a secondary access system. Wireless remote gate openers are available from the Resident Manager for a fee. Wireless remote codes may be changed as the Board may direct to control unauthorized access.
- 15.5. It is the member's responsibility to secure authorized means of access to the Club via card, code or remote. The Resident Manager has been instructed not to open the gate for members or guests.
- 15.6. The gate will be left open for most scheduled regattas and Club events for the convenience of the membership and guests.
- 15.7. Members are cautioned the gate remains open when activated for a limited time. If additional time is needed contact the Resident Manager. ASC will not be responsible for damage to vehicles, boats, trailers, etc. on which the gate closes.

16. Club Sunfish Approved 20031013

- 16.1. The ASC maintains and owns both beach boats and a racing fleet of Sunfish for member use and for the Club's instructional programs. Sunfish may be sailed by Club members and their guests at the members' own risk. All water safety regulations apply during their use. Racing Sunfish are for the use of the Junior Program and sanctioned ASC events, such as the weekly fun races and Club regattas. On these occasions, the boats are a first-come first-serve basis, with junior sailors having priority. It is the responsibility of the member who uses a boat to see that the boat and all gear are properly returned to the pavilion storage area. The last member to use a boat is responsible for properly storing the boat. The racing Sunfish hull, sail rudder, and dagger board must all be stored in the storage pavilion. All beach boats can be stored off the beach with sail down and rolled, dagger board in the boat, and rudder in the up position. The member using an ASC Sunfish must have the proper number of life jackets aboard. Any damage should be reported to the Vice Commodore or his/her designee. A member is responsible for damages caused by his or her negligence; however, the ASC has assumed responsibility for ordinary repairs arising from normal use.

17. Newsletter – The Starboard Tack Approved 20041013

- 17.1. The official newsletter of the ASC, the *Starboard Tack*, is published monthly. The purpose of the newsletter is to keep the membership informed about the ASC and its various activities. The *Starboard Tack* serves as the major forum for communication of board actions and for general information exchange among the membership. All information for publication must be sent to the editor by the 18th of each month. Members are encouraged to submit short articles on Club activities and events.

18. Cottage Sites Approved 20031013

- 18.1. Seven member-owned cottages now exist on the Club property. The regulations governing these sites are contained in the Uniform Cottage Lease Agreement.

19. Ice Machine Revised 20050214

- 19.1. Ice is available at the Club to all members for their use while at the ASC. Members should exercise discretion in the amount of ice obtained for individual use. In many cases, ice is used for human consumption; therefore, always exercise caution to reduce the risk of contaminating the ice in the bin.

20. Open Fires Approved 20031013

- 20.1. For safety purposes, open fires, except those contained in grills, approved fireplaces or stoves, are not permitted.

21. Trash Receptacles Revised 20050214

- 21.1. Trash receptacles are located around the ASC for members' use. The caretaker empties all receptacles each week. In order to avoid animal problems, it is important that the lids be kept on the cans and that no trash be left outside of a trashcan. If cans are full, or if an item is too large for the can, it is the member's responsibility to dispose of the trash in the dumpster located near the gate or in another nearby trash receptacle. Do not put trash in receptacles designated for "cans".
- 21.2. If you need to discard bulky or building materials that would fill the container, see the caretaker about scheduling its disposal.
- 21.3. Do not put materials that would be designated "Toxic or Hazardous Waste" in the receptacles, as the ASC could be held responsible.

22. Pets on Property Approved 20031013

- 22.1. It is the policy of the Club that all pets must be on a leash and under control when on ASC property. Pets are not allowed at the clubhouse, clubhouse porch or grassy area surrounding the clubhouse. Pets are not allowed at the swimming area on the East Point. Members disregarding these rules or endangering other members may be asked to leave the ASC property or have their pet privileges revoked.

23. Camp Sites — East Point Covenants Revised 20110711

- 23.1. For the purpose of regulating the use of ASC camping facilities, the following definitions apply:
 - 23.1.1. Transient Campsite: A camper site for temporary use, normally not more than 14 days and never more than 21 days by the same person.
 - 23.1.2. Permanent Campsite: A camper site intended for extended use. The term "Permanent" is used here to distinguish from Transient, not to imply that the occupant of a Permanent site has any perpetual right to that site; the site is owned by the Club, and leased for a period of time to the member-occupant, subject to the rules and conditions of occupancy established by the Club.
 - 23.1.3. Tent Campsites: The Club does not assign tent campsites except when necessary during Club sanctioned regattas. Members may pitch a tent in an open area of the East Point or the area above the main parking lot, not to interfere with other Club activities, roadways or assigned camper sites.
 - 23.1.4. Regatta Campsites: In connection with Club sanctioned regattas, additional campsites are needed to support the guests to the Club. The Club

grounds are open to support this additional need. These Regatta Campsites will be reviewed and approved by the Regatta Organizer, East Point Mayor and Rear Commodore.

23.2. Transient Campsites:

23.2.1. The Club has designated several campsites (Five in 2010) as Transient Camp Sites. These are defined areas with power and water connections and are available to members only and guests of members, when members are present. Exceptions will be only by the approval of the East Point Mayor.

23.2.1.1. Two grandfathered camper sites that occur at Cabin Site #2 & #3 may be used at the request of the member cabin owner, and approved by the Board of Governors with no restriction of time of year but complying with 23.2.2, 23.2.5 & 23.2.9.

23.2.2. The Transient Campsites are strictly for temporary use, as described below.

23.2.3. The East Point Mayor maintains the list of transient campsites and assignments of occupants.

23.2.4. A person wishing to use a Transient Campsite shall apply to the East Point Mayor or in his absence the Rear Commodore or designated substitute. Occupancy will be assigned on a first-come, first-serve basis. A member may have only one active application on the list at any one time. When the reservation has been completed, the member may make application for another time slot per 23.2.8.

23.2.5. A person may occupy a Transient Campsite for up to 14 days, which may be extended for an additional 7 days upon approval of the East Point Mayor. The extension will be granted only at the end of the initial 14-day period, if there are no other persons waiting to use the campsite.

23.2.6. The occupant must be physically present at the campsite each day of the occupancy period. Absence in any day shall be deemed vacancy of the campsite and the person's property may be removed and the site assigned to another person.

23.2.7. At the end of the approved occupancy period, the person must remove all of his or her property from the campsite.

23.2.8. A person who has occupied a Transient Campsite shall not be eligible to again occupy any Transient Campsite until a time period at least equal to the previous occupancy period shall have elapsed.

23.2.9. A member may not occupy more than one campsite at a time, whether a Transient or Permanent Campsite.

23.3. Fees for Permanent and Transient Campsites will be levied monthly and will be included as part of the quarterly billing. No refunds will be made if a campsite is relinquished prior to the new billing period. Failure to pay the fee will be considered as "dues in arrears" and renders the member subject to disciplinary action by the Board. A Permanent Campsite occupied for a period greater than two weeks is subject to the above fees even if a request for assignment has not been made.

- 23.3.1. Member fees for occupancy of a Transient Campsite shall be assessed per the Schedule of Fees & Dues Appendix J. The member fee will be assessed to members that occupy a Transient Campsite during Club sanctioned regattas. The East Point Mayor shall forward to the Bookkeeper the member name, number and fee for invoicing.
- 23.3.2. In connection with Club sanctioned regattas members, non-member competitors and guests attending, working or participating in the regatta shall not be assessed the fees outlined in 23.3.1 for occupancy of a designated Transient Campsite or Regatta Campsite.
- 23.4. The East Point Committee will monitor the power consumption of the camping community. All electrical power costs for the East Point meter will be assigned to campers on an appropriate basis. The existence of air conditioners, electric water heaters, and electric refrigerators will be used as the basis for this assessment. No adjustment for ASC facilities on this meter will be made (i.e. pump, rest rooms, transient camper use). Permanent Campsites, left vacant without notice for a substantial period of time, shall be declared by Board vote vacant. Any site left vacant for more than three months becomes available for reassignment unless prior arrangements are made with the East Point Committee. In some instances, campers will be requested to move or relocate some of their equipment to allow better utilization of the campsites. The ASC maintains the right of eminent domain and possesses all the rights thereof.
- 23.5. Permanent Camper Site Waiting List
- 23.5.1. The purpose is to establish an equitable method of offering Permanent Campsite leases to Club members.
- 23.5.2. The East Point Mayor shall maintain a waiting list of members desiring a Permanent Campsite. The East Point Mayor shall make this list available promptly at the request of a Club member. This list will be published in the Starboard Tack and made available on line.
- 23.5.3. Active members may request that their names be placed on the waiting list. Such requests must be in writing, and sent by U. S. Mail, addressed to the East Point Mayor at his mailing address, or to the Club at its mailing address, marked to the attention of the East Point Mayor. Oral or hand-delivered requests will not be honored. The East Point Mayor shall place the name of the requesting member on the waiting list, in the order of precedence determined by the postmarked date on the envelope. In the event two or more requests are postmarked the same date, the member with the longest duration of membership shall have precedence; if duration of membership does not break a tie, the East Point Mayor will determine the precedence by lot. Members must remain an Active Member to remain on the list.
- 23.5.4. Not Used
- 23.5.5. No deposit of money is required for placement on the waiting list.
- 23.5.6. If a member who is offered a campsite refuses, the site will be offered to the next member on the maintained list. A member shall be deemed to have refused the camper site if he or she does not accept it within seven days of the offer letter that is mailed or return receipt emailed.

24. Management of East Point Area & General Information Revised 20110711

24.1. East Point Committee

- 24.1.1. The East Point Camping Area will be managed for the Board of Governors through the East Point Committee, which shall consist of the East Point Mayor who shall also appoint two members, one of whom shall be a non-camper. The Mayor shall be an active camper appointed by the Rear Commodore and shall serve as the liaison between the East Point community and the Board of Governors.
- 24.1.2. The East Point Committee shall also conduct periodic inspections of campsites and notify campers of areas of noncompliance. Periodic inspections shall be conducted at least once each year during the second quarter, and a report of that inspection shall be made to the Board thereafter.
- 24.1.3. Cleanup costs and expenses incurred by the ASC in enforcing compliance after notice has been given to a member will be assessed to the member. Member Camper Sites, whether permanent or transient, will be required to maintain their campsites in an orderly manner. Decks shall be clear of major appliances (i.e., refrigerators).
- 24.1.4. Rotten, poorly maintained, or other unsafe structures will be repaired or removed from the campsite by the member at the official request of the East Point Committee. No structures will be erected without the express approval of the East Point Committee or the Board of Governors.
- 24.1.5. All facilities must be temporary and easily removed from the ASC property; no permanent structures are allowed.
- 24.1.6. It will be the responsibility of the camper owners to maintain current valid Department of Motor Vehicle registrations on the campers (not mobile home permit).
- 24.1.7. Such request for construction shall be submitted with written plans or sketches and such approval shall be determined by the East Point Committee and may be referred to the board by the East Point Mayor for approval. Decks will be limited to an area not to exceed 250 square feet. Decks shall not exceed the length of the camper unit and must be of substantial construction. The only approved material for deck construction shall be pressure treated lumber. Awning frames may be constructed of substantial material to be approved by the East Point Committee. Only canvas awnings will be permitted. Awnings shall not exceed the allowed deck dimensions or be anchored to or supported by trees. Replacement/repairs must conform with these guidelines. Enclosures of the covered decks (i.e. Florida rooms, screenings) are prohibited.

24.2. Campers, Decks and Structures

- 24.2.1. No structures, camper placement or replacement will be done without the in-depth review of the East Point Committee, submission to the Board of Governors and approval of the Board. Such request for construction shall be submitted with descriptive narrative and plans depicting the construction and placement. Recommendation for approval shall be determined by the East Point Committee and shall be presented to the Board of Governors by the East Point Mayor. Any deviations from the approved narrative intent and plans shall be submitted to the

East Point Committee for review and approval. The East Point Mayor shall forward to the Board of Governors for amended approval prior to beginning construction of the deviation.

- 24.2.2. Camper trailers must be classified and hold a current registration with the State of the member's primary residence as a travel trailer or fifth wheel.
- 24.2.3. Camper trailers and their placement on the lot must be reviewed and recommended for approval by the East Point Committee to the Board of Governors.
- 24.2.4. Camper trailers and associated decks shall be located as to provide a safe unobstructed path of egress from each camper and deck exit point.
- 24.2.5. Camper trailers shall not exceed 310 square feet in size, 13 feet in height, 8 feet in width (excluding slides), and 30 feet in measured length, (excluding the tongue on non-fifth wheel type camper trailers), Slides may not extend greater than 3/8 of the width of the camper cab.
- 24.2.6. Camper trailers shall be located a minimum of 10 feet side to side, 8 feet end to side, and/or 6 feet end to end horizontally from any other camper and ASC structure.
- 24.2.7. Camper trailers shall not be positioned vertically, stacked in whole or in part. Camper trailer cabs and frames are not permitted to be modified in whole or in part except as provided in 24.2.9. Camper trailers shall be located such that all egress windows and doors are not blocked.
- 24.2.8. The space under the camper trailer shall not be used as storage for combustible materials, flammable liquids, gases or liquid or gas fuel powered equipment.
- 24.2.9. New and renovated camper trailer decks will be limited as follows:
 - 24.2.9.1. Decks shall be of substantial construction.
 - 24.2.9.2. The only approved material for deck construction shall be pressure treated lumber or engineered lumber products.
 - 24.2.9.3. Depth of a deck cannot exceed ½ the length of the camper and shall not exceed 250 square feet.
 - 24.2.9.4. Decks cannot extend beyond the ends of the camper.
 - 24.2.9.5. Deck steps cannot extend beyond the ends of the trailer, nor extend away from the trailer a distance more than ½ the width of the deck. The depth is measured from the fixed wall of the trailer, not the slide.
 - 24.2.9.6. The height of a deck cannot exceed 3 feet unless the natural slope of the terrain requires additional height. This exception shall be reviewed and approved by the East Point Committee. All areas under the deck shall be screened.
 - 24.2.9.7. Enclosures of the covered decks (i.e. Florida rooms, screenings) are prohibited.
 - 24.2.9.8. Awning frames must be constructed of substantial material to be reviewed and recommended for approval by the East Point Committee to the Board of Governors. Only Canvas awnings will be permitted. Awnings shall not exceed

the allowed deck dimensions by no more than 2 feet or be anchored to or supported by trees.

24.2.9.9. Replacement/repairs must conform to these Guidelines.

- 24.3. Upon termination of the lease, it is the assigned responsibility of the member to leave the campsite in good order. Any costs associated with cleanup or removal will be assessed to the member.
- 24.4. Sanitation: All camper Waste must be disposed of into the East Point or West Point dump station system. A waste tank port, provided for this purpose and is located behind the East Point restroom and at the upper West Point parking lot. Portable tanks used for transfer shall be commercially available manufactured tanks. Dump stations shall be rinsed and cleaned after disposal of waste.
- 24.5. Parking: Please park all vehicles so they do not block other vehicles, camper access, or the area road. This applies to all East Point users, not just campers.
- 24.6. Camper Area Covenants: Camping area covenants were adopted by the ASC in 1988 and are the basis for construction standards and campsite administration by the East Point Committee. Periodic inspections will be made of the campsites and reports issued to the campers. All campers must correct violations and maintain campsites in a neat condition. The camping area is a great asset to the ASC, and it should be properly maintained.
- 24.7. Grandfathering: Existing campers and decks placed prior to July 11, 2011 are grandfathered. However, as recommended by the East Point Committee to the Board of Governors, any replacements, repairs changing the extents, or major renovations of grandfathered items must conform to the current House & Ground Rules.
- 24.8. Leases: Each Permanent Camper Site shall have a valid and up to date lease for the current ASC Active Member Lessee.

25. Management of Docks, Slips and Moorings Revised 20080310

- 25.1. See Appendix F.

26. Club Land Management Revised 20130610

- 26.1. Conservation Use Program

26.1.1. The Club was enrolled in the Georgia Conservation Use Program administered by Columbia County for a period of 10 years beginning May 1, 2013. Any change in Real Property use requires compliance with the program and notification of Columbia County Board of Assessors prior to making a change. In summary the Club is limited to one permanent residence and must keep 7.625 acres in timber. As of May 1, 2013 the Club had one permanent residence and 10.7 acres in timber. Enrollment in this program yielded significant property tax savings and failure to comply with the program requirements will result in a penalty of 200% of the cumulative tax savings.

27. Reserved Revised 20080310

28. Reserved Revised 20080310

29. Reserved Revised 20080310

30. Dry Storage of Boats at the ASC Revised 20160208

- 30.1. This policy applies to all privately owned boats stored out of the water at the ASC except:
 - 30.1.1. Row or paddleboats used primarily as tenders to cruising boats.
 - 30.1.2. Boats undergoing maintenance that are normally stored in the water.
 - 30.1.3. Boats not intended to be stored on the ASC site but brought in for "Guest" usage. Guest usage shall be understood to be no more than ten days. Boats on the site longer than "guest usage" should contact the Yardmaster about short-term space assignment. Guests should use sites marked for temporary use, and mark their equipment with their member number or the number of the member whose guest they are.
- 30.2. All boats under this policy must be stored on trailers or wheeled dollies and parked in assigned spaces that are leased from the ASC.
- 30.3. The procedure to obtain a storage space for a boat is to contact the Yardmaster. The Yardmaster will then:
 - 30.3.1. Assign a numbered space and make available an adhesive label identifying the member's number and optionally name, which the member or Yardmaster will affix on the member's boat.
 - 30.3.2. Place the member's space assignment on the yard diagram, and notify the treasurer to commence billing for the space.
 - 30.3.3. If a member fails to follow this procedure, the Yardmaster will notify the Treasurer to fine the member \$25.
- 30.4. To retain a space, it is the member's responsibility to:
 - 30.4.1. Ensure the identifying label remains attached to the boat, requesting a replacement from the Caretaker as necessary.
 - 30.4.2. Ensure the tires on the trailer are inflated, so the boat can be moved, if required.
 - 30.4.3. Maintain the boat, rig, trailer and covers such that they do not project an unsightly appearance.
 - 30.4.4. Pay all associated space fees as assessed by the ASC.
- 30.5. To relinquish a storage space, the member shall inform the Yardmaster, and remove the boat from the ASC. The Yardmaster will remove the member's name from the assignment list, and inform the treasurer to cease the billing.
- 30.6. The Yardmaster shall maintain a list of the assigned storage spaces on a bulletin board in the vicinity of the dinghy storage lot.
- 30.7. The Yardmaster has the authority to reassign storage spaces based on the changes in configuration of the storage area, size of the boat, or on the apparent frequency of boat use. If necessary, the Yardmaster shall move the boats in question, and he will attempt to notify the member.
- 30.8. The Yardmaster has the authority to move boats for yard maintenance, housekeeping or other reasons. It is the member's responsibility to maintain boats and

trailers in a condition to permit moving. If a member after 30 days notice fails to maintain a boat or trailer in a condition to permit moving, the Yardmaster shall have the authority to make repairs to permit moving and charge the member 150% of costs.

- 30.9. The Yardmaster shall clear the ASC grounds of derelict boats.
- 30.9.1. A boat can be considered derelict if any of the following conditions exist:
- 30.9.1.1. The boat is not on a trailer or the trailer is unfit for use.
- 30.9.1.2. The boat does not have an ASC ID sticker affixed identifying the owner by member number and optionally name.
- 30.9.1.3. The boat is not in an assigned space.
- 30.9.1.4. The owner is not a member.
- 30.9.1.5. The boat appears to be abandoned or unfit for use.
- 30.9.1.6. Lease fees for the Space have not been paid.
- 30.9.2. When a boat is considered derelict, the Yardmaster shall attempt to notify the owner at the address current in the ASC membership records. An informed owner shall have one week to remove the boat or correct the condition.
- 30.9.3. If the owner does not respond, cannot be identified or located, or if the owner is not a member, the boat is subject to being placed in the "bone yard" and/or "yellow tagged". The "bone yard" can be in an area away from the normal boat storage locations as defined by the Yardmaster. The Yardmaster and the ASC will not be responsible for damage incurred while transporting boats to or storing boats in the "bone yard."
- 30.9.4. The storage spaces vacated by boats being placed in the "bone yard" are available for reassignment. Reassignments are not reversible.
- 30.9.5. It is the owner's responsibility to physically remove a boat from the "bone yard" or one that is "yellow tagged" from the ASC property. Alternately, if the condition or status causing the boat to be declared derelict can be resolved, the Yardmaster may at his discretion permit the boat to return to "allowed" status.
- 30.9.6. Boats placed in the "bone yard" or yellow tagged will be subject to disposal by the ASC as prescribed by local and state laws governing such actions.
- 30.10. The ASC is under no obligation to store or retain property that is not claimed by a member, for which no storage space has been leased, or where storage fees are NOT being paid.
- 30.11. At the discretion of the Yardmaster, unidentified boats can be "yellow tagged" without being declared derelict. The Yardmaster will assign a temporary ID number and space to the boat, and the boat will begin accumulating fees that will be assessed when the owner is discovered.
- 30.12. Other personal property items, such as golf carts, bicycles, or wind surfers, that are not normally stored on trailers but are kept on the ASC grounds, should have the owner's member number attached.
- 30.13. Motorboats, storage trailers and non-yachting items:
- 30.13.1. Motorboats, storage trailers and non-yachting items that do not belong to the Club shall not be stored on Club property. The Board of Governors may grant

temporary exception to this prohibition, on an individual basis. The Board shall review existing exceptions at least annually during the first quarter of the fiscal year for re-approval, based on a list presented by the Yardmaster. Items not re-approved shall be removed from Club property.

30.13.2. The Board shall consider the following factors in deciding whether to approve or re-approve an exception to the prohibition on storage of motor boats and other non-yachting items on Club property:

30.13.2.1. Member must have a sailboat stored at the Club, either in dry storage or in the water. If the member no longer has a sailboat at the Club, the motorboat must be removed.

30.13.2.2. Number of motorboats will be limited to 5% of total storage spaces (which amounts to 10 spaces for motor boats at present).

30.13.2.3. Storage footprint must be reasonable and must not interfere with other uses of the storage area.

30.13.2.4. Jet skis are motorboats. If they are small enough so that two are stored on one trailer of reasonable size, the two may be treated as one.

30.13.2.5. Motorboats must be stored in the "bone yard" area. Any motorboat that cannot be stored in the "bone yard" shall not be stored on Club property.

30.13.2.6. Member will, when requested, volunteer personal services and motorboat for Club sanctioned regattas or activities. This may include use as Race Committee Boat.

30.13.2.7. Provided other requirements are met, priority will be based on member seniority and member past activity in the Club.

31. Requirements for Contractors on Club Property Approved 20080908

31.1. Contractors performing work for the Augusta Sailing Club, or work for any member on Club property, are required to comply with applicable laws with regard to insurance, bonding, licensing, employment practices and other legal requirements. The Club or any of its Officers, Governors or Resident Caretaker may require any contractor to show proof of such compliance. A Contractor who cannot show such proof will be required to leave Club property until he/she has obtained such proof.

32. Other Club Property (Reserved)

33. Use of Cruiser Haul-out Facilities Revised 20020812

33.1. The ASC does not provide maintenance or repair services for its members. As a convenience to members who wish to contract with a third party or perform their own repairs or maintenance, an area designated as the Haul-out Facility is available for member use. Certain equipment and facilities are located in the area and may be used by members. It is the responsibility of the member to inspect the equipment and facilities prior to use for the purpose intended. Each member is solely responsible for all aspects of and all matters related to the work being performed on their boat. In consideration for use of equipment and haul-out facilities belonging to ASC, including, but not limited to the jib pole crane, A-frame gantry, dolly, ramp and other haul-out facilities, a member acknowledges and agrees that they:

- 33.1.1. By using equipment and facilities, they risk bodily injury, including, but not limited to, paralysis, dismemberment, death, and other loss, including damage to property.
- 33.1.2. Freely assume all risk.
- 33.1.3. Will inspect the equipment and facilities before use to ensure they are suitable for the intended use. They will not use the equipment or facilities unless they are sure they are suitable and in proper repair.
- 33.1.4. For themselves and on behalf of their heirs and assigns do release, hold harmless, indemnify and promise not to sue, the Augusta Sailing Club, its officers, agents, members or employees with respect to any and all bodily injury or other loss to the fullest extent permitted by law.
- 33.2. Boat maintenance that involves the removal and/or application of antifouling paint must be conducted in the haul-out area.
- 33.3. Access to the haul-out facilities will be determined solely by the haul-out waiting list maintained by the Haul-out Facilities Chairman.
- 33.4. Only members may schedule their boats on the waiting list. Priority on the waiting list is on a first-come, first-serve basis. The member can be placed on the waiting list by any of three methods: email, phone, or in writing to the Haul-out Facilities Chairman.
- 33.5. Only active members may use the haul-out facilities. Individuals who have submitted applications may not use the facilities until membership has been approved.
- 33.6. Members may engage a contractor to perform the work, if it is understood that the member assumes all responsibility for any damage done by the contractor.
- 33.7. Members and/or contractors are responsible for returning the work areas to a neat and clean condition at the end of the workday. All equipment not attached to the boat is required to be removed nightly.
- 33.8. It is the responsibility of the member to remove all paints, solvents, and waste from ASC property at the completion of work.
- 33.9. All paints, solvents, and other liquids are to be capped, secured and neatly stored in their original containers at the end of the day.
- 33.10. When painting, the member or contractor will provide adequate ground cover and drape tarps to protect member and ASC property, and to promote housekeeping in the work area.
- 33.11. When using the ASC facilities for repairs and maintenance, members are responsible for any damage to their property, the property of others, and the ASC property. Members and their contractors are required to carry liability insurance covering this type of activity. If there is any dispute the decisions of the ASC Yardmaster will be final as to whether there is any damage to said property or the cost to repair said damage.
- 33.12. At least four people will be available during haul-out and three people during launch, if using one of the ASC dollies. The use of the facility requires a familiarity with the pad adjustments on the dollies, knowledge of the floats, or markers used to locate the boat over the dolly, knowledge in the use of lines to hold the boat in position over the dolly, knowledge in the methods of steering the dolly, etc. One or more persons in the group should possess this knowledge. At least two persons in the haul-out group

and one person in the launch group should be prepared to enter the water. Experience has demonstrated that it is difficult, if not impossible to locate the boat over the dolly for haul-out in windy conditions.

- 33.13. The ASC reserves the right to charge members for the cost of repairing damages to the facilities, or the cost of cleaning up the area.
- 33.14. A member who fails to avail himself of the use of the facility as requested must reapply for a new priority.
- 33.15. The dolly and ramp are not expected to be available for emergency haul-outs. If the dolly is empty, members are welcome to use it for an emergency situation. The member is then required to notify the Haul-out Facilities Chairman regarding the nature of the emergency within 48 hours.
- 33.16. Reasonable accommodations will be made with regard to the haul-out schedule. The member will be required to relinquish the facilities within one week of the emergency haul-out unless no other member is on the waiting list for that facility.
- 33.17. In order to provide more members the opportunity to use the haul-out facilities, the time limit for use of the dollies is 90 days. Exceptions to the 90-day time limit will be made if there is no other member on the haul-out waiting list. If a member needs to keep a boat out of the water for an extended period of time, usually exceeding 90 days, he/she is required to remove the boat from the dolly and place it on suitable stands made for boat storage.

34. Guidelines for Using Haul-out Facilities Approved 19860318

- 34.1. Mix Area Spill Protection
 - 34.1.1. Set material on drop cloth, canvas, or plastic sheet.
 - 34.1.2. Recap original containers securely.
 - 34.1.3. Good areas now available are:
 - 34.1.3.1. Concrete pad behind winch house
 - 34.1.3.2. Little "A" frame concrete pad
- 34.2. Spill Containment
 - 34.2.1. On Ground
 - 34.2.1.1. Scoop up with shovel, place in plastic bag, member dispose.
 - 34.2.1.2. Apply kitty litter, allow to absorb, scoop up and dispose.
 - 34.2.2. On Concrete or Other Recommended Covering
 - 34.2.2.1. If small, let dry, dispose of covering when no longer useful.
 - 34.2.2.2. If fairly large, apply kitty litter, scoop into plastic bag, let rest dry, member dispose of bag.
- 34.3. Storage of Materials While Work is in Progress
 - 34.3.1. Store in original container.
 - 34.3.2. Cap container securely.
 - 34.3.3. Store in work area away from traffic.

- 34.4. Containing chips, dust, overspray
 - 34.4.1. Use recommended ground cover for all bottom work.
 - 34.4.2. Use tarps, screens, or canopies to contain windblown material for all bottom work.
 - 34.4.3. When washing and pressure washing, allow water to drain, let area dry, vacuum or sweep dried debris, place in plastic bag, member dispose.
 - 34.4.4. Allow overspray to dry, vacuum or sweep, member dispose.
- 34.5. Waste material will not be disposed of on ASC property
 - 34.5.1. Waste materials include all materials intended for disposal after being used for repairs in or around boats.

35. Augusta Sailing Club Water System Approved 20040809

- 35.1. The ASC maintains a water system consisting of two deep wells with submerged pumps, a hypochlorite treatment system, a pressure storage system, and delivery piping. This water system is for the convenience and use of ASC members without warrantee. It is of limited capacity, and should not be wasted. Users should be aware that if there is a pressure drop, due to an electrical outage, a damaged line, or above capacity usage, for the next 24 hours, all water used for drinking or cooking, should be boiled. The system manager will attempt to notify you of such known events. If users have concerns with the appearance or taste of the water, they should contact the system manager. They should boil the water before drinking or cooking until the problem is resolved. Members noticing leaks or uncontrolled water loss should, if possible, shut down the loss, and/or contact the system manager.
- 35.2. Realizing that ASC has a limited capacity system, members should not waste water, or indulge in extensive irrigation. If in doubt, consult the system manager. The wells, pump house, treatment and delivery system are a regulated system and should not be changed by someone other than the system manager or approved personnel. Members should not make changes to waterlines unless they have discussed this with the system manager. Water outlets on docks are part of the treated system, but because they have low usage and have many dead legs, it is recommended that they not be used for drinking. The clubhouse irrigation system is a separate “permitted” lake water source system. It is neither treated nor from the ASC’s deep wells.
- 35.3. Formal complaints concerning the water system should be made in writing to the Water System Manager, with a copy to the Rear Commodore.

36. Reimbursement of Members for Approved Club Work Approved 20090309

- 36.1. Members, who incur expenses for approved Club work, including all types of approved events, activities or projects, are eligible for reimbursement. Members should submit claims for reimbursement to the Club Treasurer in a timely manner, using the Reimbursement Request Form, Appendix H to the House and Ground Rules.
- 36.2. The Reimbursement Request Form, Appendix H, is available on the Club web site as both an Excel worksheet and a PDF file. Members who have Microsoft Excel or compatible spreadsheet program may use a downloaded copy of the worksheet, fill it

out, and send the filled-out worksheet to the Treasurer as an Excel file attached to an email. Others may download and print the PDF, fill it out, and send it by paper mail.

36.3. Claims for reimbursement are considered timely if received by the Treasurer no later than 60 days after the completion of the approved work.

36.4. The Club will discount reimbursement for claims not submitted timely. The discount shall be ten percent (10%) of the full amount per 30 days after the 60-day time limit, resulting in zero reimbursement for claims submitted more that 360 days after completion of the work

36.5. The Treasurer may waive the 60-day time limit and discount if the member requests such waiver before the 60-day time limit has passed, and shows that the delay in submitting the claim is beyond his or her control. An example would be delay in receiving an invoice from a vendor. In such case, the Treasurer may establish a new time limit suitable for the circumstances.

37. Business Guidelines Approved 20100208

37.1. See Appendix I.