

Millbrook Homeowners Association

Boat Slip Assignment Process

Established: 10/23/2010, Revised: ----- by Millbrook Board of Trustees

Purpose: Establish a policy which all Millbrook Board of Trustees will use to consistently and fairly assign the Association's boat slips. This policy serves to complement, not supersede, the rules governing the Association's slips (documented in the Millbrook Homeowners Association Rules and Regulations) which state:

- Boat slips are the property of the Association, rented to individuals for an established fee for their sole use. They may not be sublet, loaned, traded or used for sale promotion of property or transferred to others with the sale of property. Any exceptions to this rule should be brought to the attention of the Board of Trustees.
- Application for boat slips must be made in writing and kept on file by the Boat Dock Committee and dated when received.
- No application for a boat dock will be accepted unless the individual is a current property owner, has committed to build within six (6) months and is a paid up member of the association. The Boat Dock Committee and the Board of Trustees shall coordinate in this respect.

Policy for the Assignment of Slips: As more and more members of our community express an interest in renting a community boat slip it becomes apparent that we must return to maintaining waiting list(s) and a more disciplined process to ensure that the process is handled in a manner that is fair for all of our members. To that end we establish the following policy:

As noted in the existing rules above, existing property owners who would like to rent a boat slip must make written application and send it to Millbrook Homeowner's Association, P.O. Box 37, Greentown, PA 18426-0037.

Applications will be dated on the date of receipt and added to one of two waiting lists. If the application requests:

- The first and only slip for an existing homeowner it is included on the list for those awaiting their first slip.
- A second slip for an existing homeowner it is included on the list for those awaiting a second slip.
- A first slip for a lot owner it will be included at the end of the second slip list.

When the docks are removed at the end of the season, the Dock Committee Chairman will identify the number of open slips available for assignment and make tentative assignments to those awaiting their first slip, based on the date of their written application. The tentative assignments will be communicated to the Treasurer before the annual dues billing cycle.

The Treasurer will include the fees for the boat slip buy-in and annual rental in the annual invoice for the homeowners who are tentatively assigned a slip.

Homeowners who pay their dues, slip buy-in fees and slip fees in full by the due date (February 1) will maintain their slip privileges and will maintain their slip assignment or obtain their slip assignment (for new members) by March 1.

On March 1st, assigned (and tentatively assigned slips) that have not been paid for will be returned to the inventory of slips available for rental. The Dock Committee Chairman will then assign the remaining open slips to those awaiting their second slip based on the date of their written application. The tentative assignments will be communicated to the homeowners and confirmed by the Associations' receipt of the slip rental fee by the last Saturday of April.

Homeowners who do not intend to use their slip for a given season may communicate their interest in temporarily assigning their dock privileges to another homeowner to the Dock Committee Chairman. He or she will rent the slip for the season, if possible, and have the Treasurer credit the rental fee to the original homeowner.

Homeowners who relinquish their slip privileges by failing to remain a homeowner in good standing (paying their dues and slip fees in full) or by violating Association rules, do so with the knowledge that to regain slip privileges, they must reapply as called for in this policy and the current buy-in fee.