



Guidebook to  
*Bayport Marina Association, Inc.*

*Revised June 2020*

*Please use this guidebook for information about Bayport Marina Association. This information is intended to be helpful and outline items and procedure of the marina. If something is not clear or you have additional questions the marina office is always more than welcome to help answer them. Items are listed in alphabetical order.*

### **Auto-Charge**

Auto-Charge may be set up for the convenience of the boater and authorizes the Office Manager, Service Manager, Canvas Fabricators or General Manager of Bayport Marina to automatically charge your credit card at the time of service or the creation of billing invoices. Once the transaction is processed, a copy of the receipt and the original invoice will be emailed to the email address on file. This authorization will remain in effect until you notify Bayport Marina to discontinue.

### **Clubhouse/Patio Rental**

The Bayport Marina Association Clubhouse & Patio is available for rent for the specific date and time requested by the renter and subject to the conditions stated in the rental agreement. Rental is extended only to Individuals who qualify to rent the facility include slip owners and slip renters for the member's immediate family only (i.e. spouse, parents, children and step-children). Renting member must be present throughout the entire event. All parties renting the facility will have a credit card on file for any and all cleanup charges and damages. Rental of any of our facilities is not available on holiday weekends during boating season or special event dates.

The Clubhouse has a 70-person capacity; however, this is currently limited due to Covid-19. We are following state guidelines of number of people allowed to gather. Members are allowed to bring in food or use the caterer of their choice. They may also bring in their own beverages including alcohol (selling of alcohol is prohibited). No accessory structures, such as tents, may be erected outside during the rental of the facility. Please see the Member Rental Agreement for complete details.

### **Coffee**

Due to COVID-19 coffee will not be available during the 2020 season.

### **Covers**

A number of slips in the marina are covered and rent for an additional fee compared to uncovered slips. The cover framework attached to the dock is owned by the marina after a Member has paid for the installation of the structure. The vinyl cover is owned and must be replaced by the Member who owns the slip as it needs replacing. BMA will regulate and control the maintenance and use of slip cover frames and vinyl covers at the marina. The vinyl cover over the boat slip will be rolled and stored on its frame during the winter months. BMA shall arrange to have the vinyl covers rolled down during the month of May and rolled up during the month of October each year, to the extent weather and

scheduling permits. Members agree to reimburse BMA cost incurred in the rolling and unrolling of the vinyl cover which will be included on the membership assessment invoice. Members will also be subject to special assessments for the cost incurred in replacing the vinyl cover periodically as it wears out over time. The General Manager of BMA can advise and enforce the replacement of the vinyl cover.

### **Credit Card on File**

All members will be required to keep a credit card on file with the BMA Office via the Credit Card Payment Agreement. Any outstanding balances over 30 days are considered past due and may be charged to the card on file without further notice via the agreement. Card holders are responsible for notifying BMA of account changes such as expiration dates or when a new card is issued.

### **Davits**

Davits are available on some of the Sailboat slips on A-Dock. The following rules must be followed when using the Davits:

- One set of dock davits per slip
- Secondary watercraft on davits cannot exceed 14' in overall length
- Total weight cannot exceed 600 lbs. for boat, motor & accessories; manufacturer's specifications documenting length and weight must be submitted to the marina office
- Hull plugs must be removed when SWC is stored on davits
- The overall Length (boat and SWC) cannot exceed 15% longer than the slip
- No additional davits can be added to the dock without Board approval

### **Gas Grills**

Gas BBQ grills are installed at each of the dock landings. BMA provides the LP tanks for the grills. If a propane tank is empty you can contact the Office during the week or the Fuel Dock on the weekends to have the tank replaced.

### **Haul-Out Process**

A two-part process of utilizing DocuSign and SurveyMonkey to send and collect Haul-out Letters, Fall Haul-out and Service/Canvas Request Forms and haul-out date requests allows for a first come, first serve process.

DocuSign is used to send and retrieve electronic signatures and document generation. By allowing members to complete and sign forms through DocuSign, individuals no longer must mail or email request forms as they can be sent to the Marina Office in a matter of minutes.

SurveyMonkey will be used to select desired haul-out week. A Marker 19.1 newsletter will be released on a specified date containing a link to a SurveyMonkey survey allowing members to specify which haul-out week is preferred. The only acceptance is the link will be released to Owners 10 minutes prior to Renters. Determining haul-out order will be based on the time of receipt of survey answers.

## **Insurance**

All boat owners with boats on the premises of Bayport Marina for more than seven days must provide a Certificate of your insurance policy (declaration page) showing evidence of insurance for the following minimum insurance limits:

- Protection and Indemnity Insurance      \$500,000
- Additional Insured                              Bayport Marina
- Notice of Cancellation to BMA              30 Days

Additional insured means the following: It is agreed that the Additional Insured listed is added under this policy, but only as their interest may appear in your yacht and only for the liability arising out of the negligence of the insured. It does not surrender any of your right of subrogation under your policy.

## **Launch Process**

A two-part process of utilizing DocuSign and SurveyMonkey to send and collect Launch Letters, Spring Launch and Service/Canvas Request Forms and launch date requests allows for a first come, first serve process.

DocuSign will be used to send and retrieve electronic signatures and document generation. By allowing members to complete and sign forms through DocuSign, individuals no longer must mail or email request forms as they can be sent to the Marina Office in a matter of minutes.

SurveyMonkey will be used to select desired launch week. A Marker 19.1 newsletter will be released on a specified date containing a link to a SurveyMonkey survey allowing members and winter-storage guests to specify which launch week is preferred. The only acceptance is the link will be released to Owners 10 minutes prior to Renters. Determining launch order will be based on the time of receipt of survey answers.

## **Launch & Store**

The Launch & Store program at BMA is only for boaters who have a primary boat in a slip at Bayport Marina. This is a secondary boat that is larger than 14' and no more than 26'. These boats can be launched by the BMA boater from the private BMA launch ramp. Pricing for the 2020 season is

\$44.00/boat foot, summer only or \$66.00/boat foot, annually. A trailer sticker, identified with the current year, obtained from the BMA Office, identifies the trailer being stored.

### **Last Day of BMA Season**

The last day of the BMA boating season/last day we pull boats is usually the last Friday in October. Weeks that have at least four days in October will end the season on Friday, November 1.

### **Launch Ramp**

The BMA launch ramp is a private ramp for members only use. You may launch your dinghies, jetskis, fishing boats or small runabouts from the ramp. Launching of friends or extended family's watercrafts, if they are not members, is not permitted. The ramp is short and steep especially during low water.

The ramp has a gate and numerical lock. The numerical code changes monthly and is provided in the Marker 19, by calling the BMA office or visiting the Fuel Dock. Please be sure to close and lock the gate after launching your watercraft.

### **Mobile Pump-Out Program**

BMA is offering a Mobile Pump-Outs Program for \$400 for the season. The Mobile-Pump Out Unit will visit your boat Tuesday or Wednesday each week, starting the week after Memorial Day through the week after Labor Day. After each visit a bottle of Aqua-Kem with the date that the pump-out was performed will be left on your boat for you to add to your holding tank. The following week, if the bottle is still on your boat, we will know that you have NOT visited your boat and no pump-out will be performed. Therefore, it is very important if you use your holding tank during the week to make sure to remove and use the bottle of Aqua-Kem.

The goal of this program is to offer a convenience to you as the boater, but also to eliminate congestion at the Fuel Dock. If for some reason your boat was not available during Tuesday/Wednesday or you are in need of a second pump-out during the week, boats on the Mobile Pump-Out program will not be charged for pump-outs at the dock this summer. We will continue to evaluate the program throughout the season and changes may be made to this policy as the Marina sees fit for following years.

## Online Payment Options

BMA now has the ability to accept payments online through the “Pay My Bill” link on our website. You will be redirected to a secure payment portal to process the payment. You will need a credit or debit card and your Customer ID (four-digit number found on our invoices) to process your payment on the secure payment terminal.

## Outside Contractors

The follow items must be on file with the BMA Office before any individual contractor or company will be permitted to work on the marina property:

1. Vendors, unless paying the marina a commission or hired directly by Marina staff, are required to pay an annual \$25 administration fee for documentation and recording.
2. A signed Hold Harmless Agreement (page 4) must be on file each calendar year.
3. Current certificate of liability insurance listing Bayport Marina Association as an “Additional Insured”. **Minimum Insurance Requirements – Each Certificate of Insurance Shall Show:**

a. General Liability:

\$1,000,000 per occurrence limit  
\$2,000,000 policy aggregate  
\$1,000,000 products/completed ops aggregate  
\$1,000,000 personal injury limit

**Note: Companies performing shrink wrapping services are required to carry a minimum of \$5,000,000 in liability coverage during the shrink wrap season.**

b. Workers Compensation and Employer Liability:

\$500,000 each accident  
\$500,000 each employee  
\$500,000 disease, policy limit

*\*Workers Compensation is not required for independent contractors with **no employees**; however, these business owners are required to sign the waiver included in this packet of information.*

## Additional Guidelines

**All outside contractors must sign in and sign out at the Marina Office every day they work on the marina property.**

All outside contractors are required to perform their work during regular marina business hours unless advance permission is granted. Regular marina business hours are Monday through Friday 8am to 4:30pm and Saturdays (May through October) 8am to 12pm. We encourage you to limit work on Saturdays, as this is time for our members to enjoy time on their boats in the marina.

Contractors must follow all Required Best Management Practices (BMP's) as outlined in the Minnesota Clean Marina Program Manual. Specific sections of the manual can be printed for you at your request in the marina Office.

Contractors are not allowed to store tools or equipment on Bayport Marina Association property without permission of the General Manager.

If the marina staff and equipment are needed to move a boat, or in any other way, facilitate a contractor's work, those services must be contracted with the BMA Office or Service Manager.

All outside contractors are required to abide by all of Bayport Marina Associations rules and regulations.

No paint removal guns or spray-painting equipment may be used at any time in the Marina, on land or water, without the approval of the General or Service Manager. The use of any open flame equipment or devices will be strictly prohibited through the Marina property. Only Association approved vendors are allowed to shrink-wrap boats and/or operate open flame equipment and devices.

Any outside contractor who does not comply with these requirements may be asked to stop working and banned from doing business on Bayport Marina Association property for a period of one or more years. Additionally, the General Manager may ask a contractor to stop performing work at any time if they see necessary due to safety, compliance or disruption of operations.

No flyers may be distributed to or left on boats while on the marina property.

Vendor and vendor staff must maintain a professional look and demeanor. Profanity, either verbal or in music, is not permitted. Volume of language/music must be kept at a reasonable level. As a reminder, members may be relaxing or working from their boat and their enjoyment is the priority at BMA.

***If any of the above requirements are not met, the General Manager, Service Manager or Office Manager may require the vendor/vendor employees to stop their work and leave the premises, with the possibility of not being able to return.***

## **Pump-Out Pass**

The Unlimited Pump-Out Program (Pump-Out Pass) is available for BMA members for \$50. This program allows for an unlimited number of pump-outs during the entire boating season. If you would like to participate in the program, check the box on your Launch Request Form or purchase a pass directly from the Fuel Dock. A static cling is provided and must be placed on the boat's window near the pump-out to identify that you have purchased the Pump-Out Pass.

## **Slip Rental Contracts**

Slip contracts are required each year for both renters who rent from BMA and from slip owners. Current renters have first right of refusal on a slip unless in the circumstance an owner chooses to use their slip instead of renting it out. Contracts for the preceding year begin being processed at the end of September. A completed contract with all signatures and payments received must be on file with the BMA office in order for your boat to be launched in the spring. Annual contracts include launch, summer dockage, all the utilities and amenities, haul-out, bottom-wash & winter storage of the vessel. Seasonal contracts can be renewed in the fall as well but only include summer dockage with utilities & amenities.

### *BMA Renters*

BMA renters must return their contracts by November 30<sup>th</sup> with a deposit payment to secure their spot for the upcoming season. Any slips that do not have a contract returned will become available to boaters on our wait list. Second payments are invoiced in February and due March 1<sup>st</sup>. Final payments are invoiced in August and due September 1<sup>st</sup>.

### *Owner Renters*

Boaters renting directly from an owner will follow the details of the provided contract. Payments should be made directly to the slip owner along with sending the signed contract to them for their signatures. Owners should then sign the contract once receiving payment and send to the BMA office. BMA will provide copies to both the renter and owner after receiving the completed contract.

## **Repairs & Maintenance of Docks**

BMA will be responsible for all repairs and maintenance of the dock due to general usage, weather and acts of God. Members (owners) will be responsible for replacing items such as vinyl covers, dock edging, dock wheels, dock boxes, hose reels, and all other consumable items when they are worn out. The GM of BMA can advise and enforce the replacement of such items.

For any necessary dock maintenance, including changing electrical on the pedestals, please contact Kori to schedule.

## **Rules & Regulations**

Please see the following pages for the complete Rules & Regulations. Additionally, a copy of these can be found in the member directory, posted at the Marina Clubhouse, and on the BMA Website.

## **Secondary Watercrafts**

Secondary Watercrafts are considered dinghies, jet skis or jet boats. You must have a primary boat in a slip at BMA to have a SWC at BMA.



- SWCs cannot exceed 14'.
- Pricing for in water or on land for the 2020 season is \$325.00/season; \$475/annually.
- Allocation of SWC locations is determined by first right of refusal to previous year users. Spots open up to all others at the time of the launch breakfast and a point system will be used to determine priority (instead of standing, first come/first serve).

Trailer storage is included in your seasonal or annual payment. A yearly trailer stick, obtained from the BMA Office, identifies the trailer/SWC being stored.

### **Swimming Pool**

Please see the following pages for the complete Swimming Pool Rules. Additionally, a copy of these can be found in the member directory, posted at the Marina Clubhouse, and on the BMA Website.

### **Trailer Storage**

Trailer storage is included for people who have paid for a seasonal or annual SWC in water or on land spot. However, if your SWC is stored on your main vessel and you have a trailer stored at BMA for it there is a \$100 fee for the season. A trailer sticker, identified with the current year, obtained from the BMA Office, identifies the trailer being stored.

### **Winter Storage**

BMA grants boaters the right to store the boat on marina grounds during the winter following the season until the end of April of the current year. Winterization of boats will be provided by BMA's Service Department at an additional cost in accordance with pricing schedules published by the Service Department. Secondary Watercrafts may be stored at an additional cost – inquire within the office for rates.

### **Wi-Fi**

Wi-Fi is provided as a free service at BMA. If you need a faster or more consistent connection, please feel free to contact Comcast for service that can be directed connected to your boat. Computer Repair and Services is the Service Provider for the free service.

- Single Wi-Fi Network: When you are trying to determine which Wi-Fi you should connect to, you should choose "BPM-East" for the A/B Harbor or "BPM-West" for the C/D Harbor.

- Single encryption password for all boaters: To access the network you will be required to enter the following password "45.0N92.7W" (do not enter the quotation marks). This password is for all boaters.
- Access Points: Attempting to move or tamper with the access points on the dock could interfere with their set up so please do not make any changes to them.

Lastly, if you do experience any difficulty while at the Marina or need help connecting a device that does not have a web interface such as a Smart TV, Apple TV, Roku, etc. please reach out to Computer Repair and Services directly, there may be a fee to connect your individual devices. They can be reached at: Office: 651.439.7544, Email: [support@comprepserv.com](mailto:support@comprepserv.com)

## Regulations Governing Use of the Marina

1. Posted speed regulations must be observed.
2. All boats must have general liability insurance with a minimum general liability limit of \$500,000 or a greater amount deemed necessary by Management and Board of Directors with Bayport Marina named as additional insured. This information must be on file in the Marina Office.
3. All boaters, members, renters and guests shall conduct themselves with consideration for the rights and privileges of others. Members are responsible for the conduct and behavior of themselves, their family and their guests. All forms of illegal, hostile, harassing or offensive behavior is prohibited. Additionally, Bayport Marina abides by the Bayport, MN city noise ordinance stating that quiet time is from 10 PM – 6 AM.
4. Pets, when off the boat, must be on leash and under control. Boaters will be responsible for picking up pet droppings immediately. Pets are not permitted in the fenced swimming pool area or in Marina buildings.
5. For safety reasons, no swimming will be permitted in the harbor.
6. All outgoing boats in the harbor channel have the right-of-way.
7. All boats under tow have the right-of-way.
8. No paint removal guns or spray-painting equipment may be used at any time in the Marina, on land or water, without the approval of the Marina Manager. The use of any open flame equipment or devices will be strictly prohibited throughout the Marina property. Only Association approved vendors are allowed to shrink-wrap boats and/or operate open flame equipment and devices.
9. All boat refueling must be performed at the Fuel Dock by Marina employees only.
10. All boat steps will be blue and metal, as manufactured by Benson Metals, Inc., or fiberglass and must meet BMA requirements.
11. All dock boxes will be of a fiberglass design, white in color and a maximum size of 31" wide by 52" long by 31" high. A maximum of two dock boxes will be allowed per slip. All dock boxes must be on Hang-Me-Outs.
12. Hoses, lines and power cords, when not in use, should be coiled neatly by the water hydrant or hung on racks or reels.
13. Bow pulpits or boat bows may not hang over the dock.
14. No part of any boat is allowed to extend more than 10% beyond actual length of the slip as per DNR regulations.
15. Auxiliary boats must be docked in compliance with the BMA Secondary Watercraft Policy and Plan.

16. Slip Owners who are subleasing must provide Sub lessee with a copy of these Rules and Regulations.
17. No slip modifications other than those covered in the Rules and Regulations may be made without written approval of the Bayport Marina Manager.
18. Any individual and/or Vendors who provide repairs and services from outside the Marina, must comply with the Marina's Outside Contractors' Policies and Procedures and be approved by the Marina Manager.
19. Barbecuing will not be permitted on wharves or piers. Barbecuing will be allowed on land.
20. No head or holding tank liquids may be discharged in any fashion whatsoever within the confines of the Bayport Marina.
21. All boats must be "launch ready" seven days prior to Memorial Day weekend. Any boat not in a "launch ready" status will be relocated to D-Dock road at the owners' expense.
22. For safety reasons, absolutely no fireworks are permitted on Bayport Marina property.
23. Parking is limited: only actively used vehicles carrying current registration and insurance are allowed on Bayport Marina property.
24. In order to keep our docks orderly and safe, all personal items must be stored on your boat, not on the fingers or head pier, when not in use. Only the following items are allowed to remain within the footprint of the Hang-Me-Outs: dock boxes, hose reels & hose, dock chairs/table and flowerpots. Steps may remain in place on the dock finger.
25. BMA Swimming Pool policies are listed in a separate document titled "Pool Rules" and must be followed by all boaters and their guests.
26. Boaters on annual contracts utilizing slips on A, B or C Docks are not permitted to use Marine Shore Power Splitters or adapters. This is to limit voltage leakage.

The Bayport Marina Association Board of Directors reserves the right to add to or amend the Rules and Regulations of the Marina by posting them in the Marina Office and notifying by mail.

Revision as of June 2020

## **Bayport Marina Association Swimming Pool Rules**

**Pool Hours: 9:00am – Dusk**

**Use Pool at Your Own Risk – No Lifeguard on Duty**

**Pool Capacity is 64 Bathers**

**BMA Swimming Pool is for the exclusive use of BMA members/Condo Owners and their guests only. BMA members/Condo Owners are limited to six (6) guests unless advance written authorization is obtained from the BMA Office.**

Our pool is licensed and authorized to operate in Washington County by the Department of Public Health and Environment and is subject to all provisions and conditions by State and County Ordinances.

- All members/Condo Owners must be present with their guests *at all times*
- All children under 14 years must be accompanied by parent or guardian
- Pool gate must be closed, locked and secure at all times
- No glassware or “breakables” are allowed in pool area
- No food or drink in the pool
- No domestic animals (pets) are allowed in the pool or the pool area
- No running or rough play is permitted in the pool area
- No motorized pool toys
- No diving allowed
- Swimmers who are not toilet trained must wear a swim diaper
- Please place trash in receptacles provided
- No smoking in the pool area
- During peak usage, please do not use large flotation devices
- Use of pool shall be prohibited during severe weather conditions, i.e. electrical storms, tornadoes, etc.
- Please report any malfunctioning equipment and repair issues to the Marina Office
- In case of Emergency – emergency phones are located at the Fuel Dock and Clubhouse or call **911**

Please respect the other patrons of the pool area - everyone’s cooperation is appreciated to ensure an enjoyable and safe summer for all.

BMA Management has the authority to implement and enforce rules that supplement those listed here.

*Revised 6/1/20*