

Operations and Maintenance Manual

For The

**Prince George
Marina Owner's Association**

(PGMOA)

April 24, 2009

Prepared by:

Board Of Directors

Of

Prince George Marina Owner's Association

PO Box 1974

Pawleys Island, SC 29585

Federal regulations as well as the rules of the marina. The marina rules will be posted at the marina for review as well as with contact phone numbers of the Marina Operations Committee personnel. State and Federal regulations change frequently and can be found on the internet. It is incumbent upon users to keep current knowledge of these regulations.

- B. Permits – permit No. 97-1E-304
Issuing office – Charleston District
- C. Marina Operations
 - 1. Inspection is made each week day by the overseer of the development property. Any needed repairs are authorized to be completed immediately as long as they do not exceed \$200 in total cost. Other repairs are to be made aware to the Marina Operations Committee for approval.
 - 2. Fueling from portable containers in not allowed.
 - 3. If a violation of state and/or federal regulations occur, a committee member of the PGMOA wi contact the appropriate state or federal personnel.

Section II. Water Quality Management / Pollution Prevention

- A. General Information
 - 1. See Map at appendix A. This marina is located in tidal fresh/ brackish water. There are no shellfish beds within close proximity of the marina. Additionally, the referenced water classification does not provide for the harvesting of shellfish for human consumption..
 - 2. There is no laundry or boat ramp within the facility. There is a restroom accessible to users of the marina. It is located at the Marina Pavilion building between the parking lot and the entrance to the elevated walkway to the marina docks. There is a portable pumpout station located at the parking lot at the Marina Pavilion and it is accessible by calling a member of the Marina Operations Committee at one of the telephone numbers posted at the marina. Absorbent pads for use in the event of a spill of hazardous material will be maintained at the Marina Pavilion.
 - 3. Marina Policy related to water quality management and pollution prevention n strategies are in paragraph of Section V of this document.

4. Living aboard a vessel docked at the marina is not permitted. *see #4*
 5. A litter receptacle is located at the Marina Pavilion, the restroom and the parking lot.
- B. Sewage Pollution Management and Waste Water Pumpout Facilities-A portable pumpout device is stored adjacent to the parking lot and is available for use as needed. Anyone using such device is responsible for it's proper use and disposal of wastes collected.
- C. Fueling System and Facilities and Oil Pollution Management
1. Fuel is not available at the marina. Fueling from portable containers is not allowed.
 2. Absorbent pads are located at the Marina Pavilion. All users will have access to these absorbent pads. Used absorbent pads will be bagged and removed as instructed by SC DHEC representatives.
 3. Fire extinguishers are located at the Marina Pavilion and at clearly marked intervals along the docks.
 4. Fuel or oil spill response. See Section IV of this document.
- D. Water Quality Monitoring Program
1. A water quality monitoring program is not required of this facility. Should a water quality problem become apparent then SC DHEC should be notified to make an inspection.
- E. Storm Water Management - Not Applicable
- F. Potable Water Supply System
1. Potable water is obtained from the Georgetown County Water and Sewer Authority. All slips have access to potable water spigots.
 2. The marina water system includes a backflow prevention device to prevent backflow contamination from the Marina into the county's water system.

Section III. Contingency Plan for Spills of Oil and Other Hazardous Substances

Prince George Marina Owners Association will conduct its operations in such a manner to encourage all individuals who handle material to prevent spills through planning, good housekeeping, adequate equipment, proper maintenance and safe operation of related equipment. Should a spill of oil or other hazardous material occur, immediate action will be taken to contain the spill and stop any further release of the material. All responsible parties and jurisdiction agencies will immediately notified of the spill.

Procedure for reporting Spills:

The following agencies will be immediately notified if a spill occurs.

State and Federal:

SC Environmental Control Element, Columbia, SC	803-253-6488
EPA, Region IV, Atlanta, GA	404-347-4062
USCG at Charleston, SC	843-724-7687
After 4 pm and weekends	843-724-7616
National Response Center	800-424-8802
SC DHEC – OCRM, Charleston, SC	843-744-5838

Local:

Fire Department – Midway Fire Department	911
Local Police/Sheriff – Georgetown County Sheriff	436-6300
Local Department of Health and Environmental Control	546-5543

As much pertinent information as possible will be given, including:

- Location of spill
- Source of spill
- Volume of spill
- Nature of potential danger of spilled material
- Anticipated movement of spill material
- Responsible party(s) – include name, address, phone number, etc.)
- Action taken already
- Weather conditions at spill site

Prince George Marina Owner's Association personnel will cooperate with all governmental agencies to insure proper implementation of the State Contingency Plan for the Spill of Oil and Other Hazardous Substances.

Spill Containment and Cleanup

Upon discovering a spill, Prince George Marina Operations Committee will make every effort to contain the spill and stop it at the source, when this can be done without any danger to the health and safety of those involved. Containment may involve deploying booms/absorbent materials and other barriers to prevent the spread of the pollutant, and measures to minimize health and environmental damage.

Cleanup and removal of spill material and spill contaminated materials will be undertaken after consultation with appropriate government agencies to determine the best method(s) for removal. A private firm will be used to conduct any cleanup of spills at Prince George Marina.

Following is a firm that can do such work:

Moran Environmental Recovery
511 Old Mount Holly Road
Goose Creek, SC 29445
843-767-8900

Email Rachel@moranenvironmental.com

Disposal of the pollutant contaminated material will be in a manner and location as approved by S.C. Department of Health and Environmental Control

Section IV. Marina Rules and Regulations

1. The marina is a private facility for the use of deeded slip owners, their families and guests as well as Prince George development property owners, their families and guests. It is located in a gated community where property owners desire to limit access to roads and common area facilities. Leasing and use of slips to individuals other than Prince George development property owners is not in keeping with the spirit of the developer's intended use of the facility. In keeping with that original intent is expressly prohibited to sublease a deeded boat slip to anyone other than a Prince George property owner. Use of facilities by family and guests of property owners shall be temporary, ie: less than one week period.
2. Dues – Are to be established and collected by the PGMOAA Board of Directors on an annual basis. Assessments may be levied as needed.
3. Boats should be operated so as to create a minimum wake near the marina. It is against SC state law to operate any watercraft above idle speed within 50 feet of any dock. All vessels approaching or leaving the marina are limited to idle speed and must be operated in a safe and prudent manner.
4. Liveaboards: Vessels berthed at Prince George Marina shall not be used as a residence of any individual and may not be occupied for more than 3 (three) consecutive nights.
5. Property owners are responsible for the safety as well as the actions of their families and guests. Any damage caused by a property owner, their families or their guests will be charged to the property owner. Nonpayment will result in forfeiture of use of the marina facilities until payment is made.
6. The Prince George Marina Association will not be responsible for any loss on account of fire, flood, hurricane, tornado, any inclement weather, river debris, theft or any causes beyond its control, and carries insurance only to cover the marina dock facilities. The PGMOA reserves the right to enter a boat slip for the removal of boats during adverse weather which may result in damage to the boat slip, but shall have no legal responsibility to do so. Each slip owner and day dock user is responsible for the acts and omissions of his family, guests while on the marina property. Boat owners are advised to protect themselves through adequate insurance with

limits of coverage sufficient to protect them from any loss of their property as well as losses caused by their property. Fuel spill insurance is highly advised to be considered as part of the coverage limits to adequately insure the boat owner. All boats are to be operated at the owner's risk.

7. Maintenance work within the slip: Painting, scraping or repair of gear shall not be permitted on the docks or finger piers. The extent of maintenance or repair work an Owner shall perform on his vessel within a slip shall be at the sole discretion of the Marina Operations Committee and must comply with all the rules and regulations of governmental agencies having jurisdiction over such conduct. Major boat maintenance at the marina will not be allowed. Decks must be kept free of debris.
8. Fires and dangerous conditions: Causing or permitting charcoal fires or any other type of fire on the docks shall be a breach of these regulations. No open fires are permitted on the docks or on berthed boats. Owners will immediately correct any dangerous or hazardous conditions of their vessels, or cause by their vessel upon notification of said conditions by the Marina Operations Committee; provided, however, the PGMOA shall not be responsible for monitoring these conditions.
9. Skateboarding and bicycle use on the docks and walkways are prohibited.
10. Removal of trash is the responsibility of all hands. Appropriate trash receptacles are located at the parking lot for the marina.
11. Storage on docks / common areas: Owners may not store or place supplies, equipment, bikes, accessories, dinghies, skiffs, surfboards or debris of any kind on docks or finger piers. Owners shall not construct or place lockers, chests, storage cabinets or similar structures on the docks or finger piers except as provided as follows: Deeded slip owners may install a dock box at their slip. Dock boxes may be triangular or rectangular in shape and must be placed so they do not impede access to the dock walkways for use by others.
Common areas shall be used exclusively for normal ingress and egress, and no obstruction of a place thereon or therein shall be permitted unless approved in advance in writing by the PGMOA. Each slip owner shall keep his slip and the area appurtenant thereto in a neat, clean and orderly condition. A slip owner shall not cause nor permit materials, tools or litter of any kind to be present in the common area; Provide, however, that each slip owner shall be permitted to place one approved dock box per slip upon the area adjacent to the boat slip as stated above.

12. Fire protection – Fire extinguishers are adequately spaced at the marina dock facilities. These extinguishers are serviced on a regular basis and kept in good working order. Should one be used it is important to notify the Marina Operations Committee so that it may be recharged as soon as possible. In the event of fire call 911.
13. State and Federal laws pertaining to the maintenance of water quality, the prevention of pollution and required actions should a spill of hazardous material occur are rigorously enforced. See Sections II and IV of this document.
14. Emergency: Unless otherwise provided herein or on the Master Deed, vessels in good and seaworthy condition and under their own power shall be permitted to enter the marina. In the event that an emergency has occurred during the vessel owner's absence, the PGMOA reserves the right but not the responsibility to take action as it deems necessary and prudent to safeguard vessel, its slip, adjacent vessels, or property of the PGMOA. Owner agrees to reimburse the PGMOA for any and all costs it occurs on behalf of the owner's vessel in emergency situations. Boat owners who keep their boats at Prince George Marina during hurricane season will make arrangements for the safe and sheltered anchorage or removal of their boats elsewhere on the approach of a named storm. Boats must be removed when a hurricane warning is posted.
15. Day Dock Use
 1. Size limits on vessels- no limit on size.
 2. Location of Day Docks
 - a. 260 feet of dockage on the outside of the main dock, Dock B, which is straight down the aluminum ramp to the water's edge
 - b. 74' of the extreme down stream end of the inside of the dock in "a." above.
 - c. 100 feet on the outside of Floating Dock C which is the floating dock up stream of the main dock.
16. Deeded Slip Use
 - a. Size limits on vessels
 1. Inside slips are defined as slip numbers: 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25 and 26
Length of vessels in inside slips may not exceed 32 feet.
Beam of vessels berthed in outside slips may not encroach into another slip owner's space. A vessel exceeding 12 foot of beam

would reasonably expect to encroach into the adjacent slip owner's space.

2. Outside slips are defined as slip numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 27, 28, 29, 30 and 31

There is no length requirement for Outside Slips. Beam of vessels berthed in outside slips may not encroach into another slip owner's space. A vessel exceeding 12 foot of beam would reasonably expect to encroach into the adjacent slip owner's space.

- b. Boat lift equipment is permitted and is to be installed and maintained at the expense of the deeded slip owner. Care must be taken so that any equipment does not encroach upon an adjoining slip owner's space or impede the use of any slip.

17. Signs and advertising: No "For Sale" signs or other signs shall be placed on a boat without the permission of the Marina Operations Committee. The Marina Operations Committee reserves the right to remove any non-approved sign from the vessel or slip without notice to the owner. Similarly, the owner shall not affix or attach by screws, nails or bolts or any other object, any article, fixture or equipment to the docks without prior written permission of the Marina Operations Committee. Advertising or soliciting for sale or lease of a boat, appurtenances of property of whatever type shall not be permitted on any vessel within the Marina without permission of the Marina Operations Committee. Neither the vessel's nor the PGMOA's address shall be used for business purposes.

18. Fuel: Fueling is not permitted at Prince George Marina. No flammable substances of any type shall be stored on any boat, or any boat slip, or in any of the common areas of Prince George Marina, except for fuel in government approved containers used in the normal operation of the boats

19. Security: Neither the PGMOA nor its agents or officers take any responsibility for any boat owners property.

20. Electrical outages: The PGMOA shall not be responsible for electrical interruptions, voltage spikes or outages or the damage therefrom.

21. Outside contractors: No "Outside Contractor" service organization or individuals will be permitted to undertake work on any vessel in the marina without the consent of the Marina Operations Committee.

22. Cleanliness of vessels: Vessels' topsides must be kept in a shipshape condition at all times, and no laundry, towels, bathing suits or other such items shall be hung on boats or docks at any time.
23. Children; Children under eight (8) years of age are not permitted on the docks unless accompanied by an adult.
24. Dinghies: Dinghies may only be left in the water if someone is aboard the boat. At all other times, dinghies must be stored on the boat or an approved place.
25. Commercial and charter/care of vessel: No commercial or charter boats will be allowed to operate within the marina. Each slip owner or tenant covenants to exercise due care in movements in the marina area and in occupation of his boat slip and facilities. In the event of a sinking of a vessel, the slip owner or day dock user is responsible for the prompt raising and all costs and damages involved. He is also responsible for the timely reporting to any and all governmental and regulatory agencies and or authorities as is required by law. The vessel owner shall indemnify the PGMOA its officers and assigns against all claims, damages, fines and liabilities, including attorney's fees, arising from or connected with the vessel owner's possession and or use of any boat slip and or common area in the marina. The vessel owner is solely responsible for the security of the vessel including securing of mooring lines.
26. Pets: Pets are permitted as long as they do not disturb other owners or guests and are attended at all times. For their protection pets should be leashed at all times. They should be toileted only in designated areas and the owner is responsible for removing and disposing of all pet excrement in sealed plastic bags that are to be deposited in receptacles provided.
27. Recreational activities: Swimming or diving in the marina area is prohibited. Fishing and crabbing are permitted in areas authorized for such activities.
Cleaning fish will be permitted only in designated areas, and no carcass or remains shall be permitted to be thrown in the marina waters. The remains will be placed in plastic bags, tied and disposed of in the designated trash receptacles. Because of smell, and for health reasons, this shall be strictly adhered to.
28. Noise: Noise shall be kept at a minimum at all times.
Discretion is to be used when operating engines, generators, radios, TV's or any other devices emitting noise so as to not create a nuisance or

disturbance. No loud, noxious or offensive activity shall be carried on in an slip or common area nor shall anything be done therein which may be or become any annoyance or nuisance to other slip owners or become a violation of law.

29. Violations: Violations of the above Rules and Regulations by an owner, his crew, agents, tenants or guests that might injure or annoy other persons, or cause damage to the property shall not be allowed. The Rules and Regulations may be enforced by the Marina Operations Committee, the PGMOA or any boat slip owner. Should a deeded slip owner or property owner fail to comply with the rules above, the Marina Operations Committee will call a special meeting to decide appropriate response to failures to comply and may recommend suspension or cancellation of use of the common areas of the marina. The Marina Committee will give its recommendations to the Board of Directors of the Prince George Marina Owners Association which shall decide appropriate actions to be made.
30. Change of Rules and Regulations: The PGMOA reserves the right to amend or make additions to or deletions from the Rules and Regulation from time to time. Sufficient notice shall constitute mailing one copy to the owner to the address given to the PGMOA, it being the responsibility of each owner to notify the PGMOA of any change of address.

D. SC DHEC Spill Contingency Plan

See appendix 4 page 16 & 17 of the State Contingency Plan for the Spill of Oil and Other Hazardous Substances prepared by the S.C. Department of Health and Environmental control (attached).