

# PRAIRIE HARBOR YACHT CLUB

Condominium Owners Association, Inc.

PRAIRIE HARBOR YACHT CLUB



## PHYC RULES AND REGULATIONS

The Rules and Regulations of the Condominium Owners Association, Inc. will be enforced at Prairie Harbor Yacht Club. The Harbormaster and our staff are required by the Board of Directors to enforce the rules in the best interest and safety of all that use and enjoy our beautiful yacht club on Lake Michigan.

The PHYC Rules and Regulations have been developed from the Prairie Harbor Yacht Club Declaration of Condominium and Bylaws documents that govern our owners association and are approved by the Board of Directors.

These documents are available on the Prairie Harbor Yacht Club website [prairieharboryachtclub.com](http://prairieharboryachtclub.com). Every owner and tenant is encouraged to regularly visit the PHYC website to review the documents as well as keep up with the posted current news, activities, and events at Prairie Harbor.

It is the responsibility of all member owners and tenants to be accountable to the owners association for enforcing and operating within the following boundaries that are common sense and for the safety and enjoyment of the PHYC member owners, tenants, and guests.

Please direct any questions regarding these Rules and Regulations to the staff or a Board Member.

Prairie Harbor Yacht Club  
12800 Lakeshore Drive ♦ Pleasant Prairie, WI 53158  
Telephone 262 697 3200 ♦ [prairieharboryachtclub.com](http://prairieharboryachtclub.com)

# PRAIRIE HARBOR YACHT CLUB



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## PHYC PERSONNEL

### **MARINA STAFF**

Matt Specht	Harbormaster
Cassie Lawrence	Office Administrator
Kyle Peters	Lead Dockhand
Jade Troha	Dockhand
Sarah Hemken	Dockhand

### **BOARD OF DIRECTORS**

Ed Pitlik	President
Greg Groenke	Treasurer
Kathy Plaku	Secretary
Peggy Barnato	Vice President
Rick Rubin	Vice President

## HARBOR STAFF

1. Matt Specht is the Harbormaster and a full time PHYC staff member. In addition, there are regular seasonal part time staff members available during the boating season.
2. PHYC staff hours in season are as follows:

8:00 AM – 5:00 PM	Monday to Thursday
8:00 AM – 7:00 PM	Friday
7:00 AM – 8:00 PM	Saturday and holiday weekends
7:00 AM – 6:00 PM	Sunday and holidays
3. PHYC staff can be contacted by phone at (262)697-3200, or by email at [phycstaff@yahoo.com](mailto:phycstaff@yahoo.com). Hail marina personnel on marine radio channel 16 and switch to marine channel 12 during regular hours.
4. Dock assistance is available during regular hours when entering or leaving your slip if harbor staff is provided with reasonable notice. Staff is not responsible for the final mooring of any vessel.
5. Staff is not required or permitted to perform personal services or errands for member owners, tenants or, transients. The Harbormaster or his designate shall be solely responsible for directing and supervising employees of the association.

## PARKING

1. PHYC parking lot speed limit is 10 MPH.
2. All owner or renter vehicles are required to be registered with the Harbormaster. All vendor and guest vehicles are required to notify the Harbormaster prior to or upon arrival at PHYC. Unit number identification stickers will be issued for each vehicle and must be placed on the front left lower windshield glass.
3. House trailers, camping vehicles, recreational vehicles, golf carts, and unlicensed motor vehicles are not permitted on property.
4. Trailers for all owners and renters require current registration with the harbormaster are not permitted to be parked on PHYC property after Memorial Day until Labor Day weekends. Trailer parking is only permitted on Friday, Saturday, and Sunday before Memorial Day and after Labor Day weekends.
5. The designated handicap and marked fire zones must be observed. Proper handicap plates or tags must be displayed.

## SECURITY AND SAFETY

1. Security fob access is required for the main entrance gate, clubhouse, and the pool area. Security access fobs are authorized by the Board of Directors and will be assigned to member owners and tenants from the Harbormaster.
2. All unit owner and slip rental requires the completion of an Application and Information worksheet to be reviewed and approved by the Board of Directors prior to entering the harbor. The application is accessible from the [prairieharboryachtclub.com](http://prairieharboryachtclub.com) website or available from the Harbormaster.
3. Security access fobs will not be issued without completion of an approved Application and Information worksheet. Renewal for member owners is required to update information on an annual basis or as needed or requested by the Board of Directors. There is a \$25 replacement charge for lost cards.
4. Access fobs may be deactivated with approval from the PHYC Board of Directors for delinquent or non-payment of dues assessments, or fines as levied by the Board of Directors, or failure to comply with the PHYC Rules and Regulations.
5. Video surveillance of the clubhouse, pool, channel, and the main gate entrance has been installed for member safety and increased security. Additionally, a camera view of the channel and main gate entrance will be made available to member owners on the website.

## VENDORS

1. Vendors are required to register with the Harbormaster and provide annual proof of liability insurance prior to working in the harbor.
2. Vendors will not be issued gate or security fob access without prior registration and approval from the Harbormaster.
3. Approved vendors will be posted on the PHYC website or can be obtained from the Harbormaster.
4. Owners or tenants should inform the Harbormaster of all scheduled work to be completed and expected arrival and departure for each approved vendor.
5. Vendors must comply with all Rules and Regulations of PHYC. Failure to comply will result in the loss of approved vendor status and the vendor will not allowed access to the marina property.

## **HARBOR**

1. The speed limit is 5 MPH for all boats and recreational vehicles.
2. The “no wake” rule applies in the entrance channel within the channel markers and the marina harbor. Radar should be used only on standby and not transmitting in the harbor or slip.
3. Wave runners, wind surfs, etc. are not to be operated or used in the harbor except to and from the lake at idle speed. Parental discretion should be used when allowing children under the age of 16 or not properly licensed to operate a boat or wave runner within the harbor or channel.
4. No watercraft of any kind shall be moored, even temporarily, anywhere in the yacht basin other than in an authorized slip. No vessels are permitted to be winter stored or remain in the harbor during the off-season.
5. No refueling or fuel transfer of gas or diesel fuel will be permitted in the harbor.
6. Fishing is permitted only from vessels or authorized slip units. No fish cleaning will be permitted on the property.
7. No swimming is permitted in the harbor or slip area. No diving or jumping from boats or docks will be permitted in the harbor. The pool or designated beach area are available for swimming.
8. No day charter boats or commercial use of any dock or Common Element will be permitted without the prior approval of the Board of Directors.

## **TRASH DISPOSAL**

1. Trash must be disposed of properly in accordance with state and local statutes. All trash must be placed in plastic bags and deposited with all other refuse in designated areas.
2. Waste oil and used filters must be disposed of properly at an approved disposal station. Do not put waste oil or used filters in dock trash or large garbage containers.
3. Trash is not to be brought from outside PHYC and disposed of in the large garbage containers located on property.
4. Be sure to securely close and latch large garbage containers that are located on the property. Dock containers that are located in designated dock areas must be secured.

## **SLIP RENTAL**

1. PHYC requires the completion of an Application and Information worksheet, signed PHYC Rental agreement, a \$250 refundable security deposit, and proof of insurance for both association and owner renters prior to entering the harbor.
2. PHYC reserves the right to complete a standard background and credit check on all applicants at the expense of the rental applicant without prior sponsorship approval of a PHYC owner. The PHYC Board of Directors will approve all rental agreements.
3. PHYC owner members are required to be in good standing and current for all assessments and club dues in order to rent their Unit and Slip. The owner is the sponsor of his unit renter and is responsible for any fines or damages uncollected by the Association.
4. Owner rental of slips is subject to individual owner negotiation and includes the rental of Unit and Slip only. The membership rates will apply to owner rental and is payable directly to the PHYC Association.
5. Association rental slips will be assigned priority based on the date an approved application is received by PHYC. Payment of a non-refundable rental deposit of \$1,000 will be required to reserve an assigned rental slip.
6. After Memorial Day through Labor Day, rental and membership rates will be discounted 5% for each calendar week. Transient rental rates will be in effect after Labor Day until harbor closure. Transient checkout is 12:00 PM and rental must be paid in advance. All rental rates are subject to the addition of Wisconsin sales tax.

## MEMBERSHIP OPTIONS

1. PHYC offers the following membership options below to both member owners and renters for a seasonal price payable directly to the Association. In addition to the rental slip, renters may select to either purchase an option or choose no option.

<u>Membership Options</u>	<u>Use Privilege</u>
PHYC Yacht Club	Pool, Tennis, Clubhouse and Patio, Yacht Club Card
Swimming pool/Tennis	Pool and tennis court ONLY
Wave runner docking	Assigned docking for your jet port
No Option Purchased	No membership options selected at this time

2. The slip rental agreement does not include the clubhouse and patio or pool and tennis court use privileges unless purchased from the Association. Membership options may be purchased during the boating season on a prorated basis.

## SWIMMING POOL

1. Security access fobs are required for pool gate entry. Property damage to the pool property including furniture is the responsibility of the member owner or tenant. Be aware that video surveillance is active at all times.
2. No food of any kind is allowed in the pool area. All beverages are to be in non-breakable containers. Pets are not permitted in the pool area.
3. An owner member or tenant must accompany children under the age of 14 and guests in the pool area. Diapered babies or children are not allowed in the swimming pool.
4. There is no lifeguard on duty. Pool is open from Memorial Day and closes daily at sunset during the boating season.
5. The pool phone is for emergencies only. Pool rules are posted on the west fence by the pool. All rules are to be followed and will be enforced by harbor staff.

## CLUBHOUSE AND PATIO

1. Security access fobs are required for clubhouse entry. Building and property damage to the clubhouse and patio area including furniture is the responsibility of the member owner or tenant. Be aware that video surveillance is active at all times.

2. The clubhouse and immediate patio area is exclusively reserved for member owners and tenants that have purchased a PHYC Yacht Club membership. Invited guests must be accompanied at all times by a member owner.
3. No smoking is permitted in the clubhouse. Pets are not permitted in the clubhouse. Parental permission is required for all minors under the age of 16 years and minors are not permitted in the clubhouse or patio area without parental supervision after sunset.
4. PHYC Yacht Club membership includes clubhouse and patio, pool and tennis privileges and the yacht club membership card can be purchased directly from the association.
5. Member owners and tenants that have purchased a PHYC Yacht Club membership are required to clean up the clubhouse after each use including necessary cleaning, vacuum of carpet, washing dishes, silverware, and disposal of trash bags.
6. The clubhouse is not available for private functions. Owners may schedule semiprivate functions for Board approval with the use of a tent by submitting a reservation form available on the website or from the harbormaster a minimum of two weeks in advance of the function including a \$500 refundable deposit to cover cleanup cost or damage by the owner. A \$500 nonrefundable charge for pump out and trash pickup is required two weeks in advance of the event. The clubhouse and patio is available to all member owners for use at all times during any approved function. Mutual respect and cooperation are to be observed for scheduled functions. The Board reserves the right to have security personnel present during the event.

## PETS

1. Owner must register their pets with the Harbormaster. All vaccinations must be up to date.
2. Pets must be on a leash when in the common elements, and not be left unattended on the property.
3. Pets are to be walked and under owner control at all times in designated areas. Pets are not to be walked near grills or picnic table areas.
4. Pet waste bags are provided for your convenience. All pet owners must clean up after their pet.
5. Pets are not permitted in the clubhouse or pool area.

## SLIP UNITS

1. No major boat work is permitted in the harbor without the prior written approval of the Board of Directors.
2. All boats, equipment, and mooring lines shall be maintained in good order. Halyards must be tied off to prevent noise.
3. Auxiliary generators under no circumstances shall be run except for short periods of testing or if dock power is not available for any reason.
4. All dinghies must be securely moored to a dock or finger pier wholly within the limits of an authorized unit.
5. No vessel, docked, underway, or otherwise, will discharge bilge water or sewage into the water. Dockside in slip pump out is provided at PHYC.
6. No unit in the marina shall be used for any other purpose than boat docking and the common element shall be used only for purposes consistent with marina use.
7. No slip unit shall be occupied by any watercraft that is longer as measured from the farthest extension of bow or stern platforms, davits, or dinghies than 15% of the actual length of the unit as shown in the Condominium plan.
8. Vessels must be tied in such a fashion so that the entire vessel including extensions, are wholly within the unit and so it does not extend over the main pier walkways or exceed 15% of the slip unit.

## PULL CARTS

1. Luggage carts are provided for your convenience.

2. All carts are to be returned immediately after and when not in use to the top of their dock ramp locations.
3. Carts are not to be used for any purpose other than moving luggage or groceries.
4. PHYC carts are marked for each dock and are not to be relocated or lent out to vendors.

## DOCKS

1. The Board of Directors must approve modification or replacement of dock boxes, steps, platforms, or any dock additions in advance of installation.
2. No alterations to docks such as davits, lifts, or other devices to be installed on the docks without prior written permission from the Board of Directors.
3. The personal property of the unit owners and tenants must be stored in their respective boats or appropriate dock boxes so as not to interfere with trash removal, pump outs or ingress or egress of adjoining unit owners.
4. Any damage done to the docks by boats of the unit owners, tenants, or transients is the sole responsibility of that unit owner, tenant, or transient.
5. Owners and tenants are not permitted to use pressure washing equipment without the permission of the Harbormaster to clean docks due to possible damage of the dock. PHYC will pressure wash and power clean the docks as required and approved by the Board of Directors.
6. Coast Guard approved propane grills will only be permitted for boat use in the harbor and require Harbormaster review and approval prior to use. No open flames will be permitted anywhere on the dock, finger piers, or boats. Cooking must be done below deck or in areas designated by the Board of Directors.
7. No flammable, combustible or explosive fluids, chemical or substance, shall be kept on any dock or storage area, except such as required for normal boat use.
8. No bathing suits, towels or laundry shall be hung on piers, docks or boats. There are dryers in the laundry available to owner members.

## MAINTENANCE AND SAFETY

1. Materials discharged into the water must not cause a nuisance to any member or member's boat and must not pollute the water in any way.
2. In the event of any discharge or spill of any size:
  - a. The spill will be the responsibility of the offending boat owner or tenant.
  - b. The spill must be contained immediately.
  - c. The spill must be reported to the PHYC staff immediately. In lieu of the PHYC staff, contact a PHYC Board member or the US Coast Guard.
  - d. The spill may result in a cleanup charge of no less than \$500.00 plus materials.
3. Boat cleaning/detailing materials must be kept out of sight except when in use. The association provides dock boxes for each unit.
4. Bicycles, roller skates, skateboards, scooters, and roller blades shall not be stored or ridden on any dock. Bicycles and scooters are to be walked on docks and stored on deck or in bicycle racks.
5. The Common Elements and Limited Common Element are for ingress and egress to and from the docks. Carriages, carts, chairs or any other similar objects are not permitted to be stored on docks.
6. To prevent tripping or interfere with dock traffic, hoses and power cords are to be coiled neatly on the docks.

## PERSONAL WATERCRAFT

1. Dinghies, wave runners, and small boats must wholly fit within the limits of an authorized slip unit where primary boat is moored and is subject to the unit slip requirements.
2. Docking space is available exclusively for wave runner jet ports to member owners and renters and is subject to membership rates in a designated location in the harbor for wave runner docking. The designated location for jet ports will be determined by the Board of Directors.
3. Boats less than 25' overall length are required to be either in an owner's slip unit with prior unit owner permission or a slip unit may be rented subject to membership rates from the PHYC association.
4. Wave runners and boats less than 25' including trailers for owners and renters require current registration with the Harbormaster for assignment of jet ports or boat dock and are subject to membership rates.
5. The licensed owner operator is required to provide and maintain accident and personal liability insurance coverage for all watercraft and trailers.

## COMPORIMENT

1. No immoral, improper, unlawful, or offensive activities will be tolerated anywhere in the harbor, slip units, or common areas.
2. Threats of physical harm, abusive language, and or intent to harm person or property at any time by any member owner, tenant, or guest will not be permitted and can result in fines, penalties, forfeiture of all fees, and legal action including the immediate and permanent removal from the marina.
3. PHYC has an anti-harassment policy that is strictly enforced and on file with the Harbormaster. All club members and employees have a right to expect a club environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of one's race, color, creed, ancestry, national origin, age, disability, sex, marital status, sexual orientation or membership in the military reserve is expressly prohibited under this policy.
4. There is to be no excessive or disturbing noise after 10:00 PM to include radios, stereos, musical instruments, and loud talking. The marina quiet time is to be maintained after 10:00 PM and before 8:00 AM.
5. No unit owner, tenant, transient, or guest shall make or permit any disturbing noises or excessive bright lights nor shall he allow his family, employees, visitors, or licenses to make such noises, or permit any conduct by such persons that will interfere with the rights, comforts or conveniences of other unit owners, tenants, or guest.
6. No signage, advertisement, or notice shall be displayed or affixed to any part of the property that may be seen from the common area. No for sale signs are permitted to be displayed on boats. The Board of Directors must approve any sign displayed in the harbor. The Board of Directors must approve any alteration to the Common Elements or Limited Common element. No unsightly condition will be allowed on the property.
7. The use of firearms or other similar dangerous weapons is not permitted and will not be tolerated on PHYC property. All illegal fireworks are not permitted on the property.
8. The consumption of alcohol by minors or any use of any illegal drugs or narcotics on the property is strictly prohibited and can result in fines, penalties, forfeiture of all fees, and legal action including the immediate and permanent removal from the marina.

## RULES ENFORCEMENT

1. The Board shall have the right to enforce the PHYC Rules and Regulations, levy fines, impose penalties, and enforce such fines and penalties in accordance with the terms and stated in the Declaration of Condominium and Bylaws documents.
2. The Board Secretary will notify the member owner or tenant in writing of the Rules and Regulations violation and fine and or penalty amount as determined by the Board.
3. All Rules and Regulations violation are subject to an initial minimum fine of \$50 per violation and or additional penalties as deemed appropriate by the Board of Directors.
4. Each consecutive Rules and Regulations violation will result in a doubling of the previous issued fine to a maximum of \$200 and or additional penalties as deemed appropriate by the Board of Directors.



5. Levied fines and or penalties must be paid to PHYC within 30 days of the written notification date and failure to pay will result in immediate deactivation of the member owner security access cards. Any additional collection activity for member owners will be in accordance with the terms and as stated in the Declaration of Condominium and Bylaws documents.
6. Payment of levied fines for tenant violation will be deducted immediately from the rental security deposit. Tenant failure to pay fines that exceed the deposit amount will result in immediate deactivation of the tenant security access cards. The owner is the sponsor of his unit renter and is responsible for any fines or damages uncollected by the Association.
7. Owners and tenants are required to submit in writing or email any inquiry, concern, or request directly to the President, PHYC Board of Directors and such will be reviewed at the next regularly scheduled Board meeting.

## **OTHER INFORMATION**

1. Pump outs will take place at the beginning of each week for owners or tenants requesting pump out by changing the slip marker to red side. The Board of Directors may approve an alternate pump out schedule for the harbor and individual exception request for pump out must be submitted in writing and approved by the Harbormaster.
1. No security system, radio, or television installation that interferes with the building or property security system and or wireless internet is permitted. No satellite receiver or antenna may be erected or installed by an owner or tenant on the property without the prior written approval of the Board of Directors. Cable television and wireless Internet is provided to unit owners and tenants.
2. Unit owner voting in all elections for the Board of Directors will be non-cumulative and all nomination and voting procedures will be in accordance with the Association Bylaws.