

MARINA COMMITTEE MEETING MINUTES

Location: CBHA Clubhouse

Date: March 11th, 2026

Time: 1800 hours (6 pm)

AGENDA DETAILS

I. FLAG SALUTE

II. INTRODUCTIONS

Please sign the attendance sheet

III. MEMBER FEEDBACK

New issues or concerns for the committee

- Members questioned why there were no permanent Marina Committee Members. Marina Trustee did not have an answer and will refer it to the Board. A partial reason is poor and sporadic attendance. Many meetings are held and only 1 or 2 people other than the Trustee attends, and they're often not the same persons. At this meeting, which included 7 people, only two had slips in the marina; the Trustee and 1 other person.
- Members also noted the CBHA Website is badly out-of-date. This has previously been noted and will be referred to the Board as the Marina Trustee has no control over the website content.
- A Member introduced a table that they believed added additional clarity to the local marina rates identified in the January Newsletter article on Marina Lease rates. It will be attached and referred to the Board.
- A Member asked why we are not seeking bids for removal of the entire marina, noting that options presented to the entire community should not just focus on replacement of the creosote pilings or log boom.. The Trustee noted that this issue should be taken up with the Board, as the Trustee's and the Marina Committee's objective is to find the best solutions to preserve the community assets, not remove them. The Member's response was that absent this information, the community cannot make a fully informed decision if they are asked to vote on additional funding for the Log Boom or creosote piling removal.
- A Member objected to speeding, loud and "unsafe boaters" near the marina and in the Squaxin passage. They asked if the Board could take action to control or limit boaters actions outside the marina, and were informed the Board has no jurisdiction for activities outside the marina or in Squaxin passage,

or for boaters in general, just for boats in slips in the marina. The authorities with jurisdiction in those areas include the Sheriff's Department and the Coast Guard and it was recommended that their concerns should be directed to them.

- A Member objected to any part of their dues being spent to facilitate additional work in the marina given "that it only costs money" and does not generate revenue or provide benefit for the community. This was disputed, and led to a discussion of past Board actions to move money from the marina fund to other what were considered more important community projects.
- A member was concerned about efforts that were planned or in progress to market the marina to improve occupancy. Round-table discussion included opening the marina leases to non-CBHA persons, allowing short-term rentals of vacant slips, and side-tying on the new docks to accommodate more, and larger boats.
- A Member with DNR experience noted that permitting actions for the marina could begin before a contract was in place to conduct the work. In addition they noted that we could ask for a 10 year extension on creosote piling work outside the log boom. We only need to show an ongoing effort to fund and resolve the problem. They also noted that this should start ASAP, as budget issues affect the agencies involved, and it could take up to 2 years to get approvals.

IV. OLD BUSINESS

Unresolved issues from the last meeting

- A. Sea Lion barrier system rails were installed without installing all the fasteners. As a result, more work will be required to finish them. We do have some man-hours remaining in the NW Dock & Pile Contract, which may be adequate. However, we are still waiting for several pieces of hardware. Completion is expected in March or April 2026.
1. Marina Log Boom Project Status
 - A. Permitting – no change from last month. See the comments above.
 - B. Bids sent out on 2-20-2026 to 6 marine contractors for 2 options:
 - i) Sleeve all pilings with 75% or greater useful life remaining and remove and replace all pilings with less than 75% useful life with steel pilings.
 - ii) Remove all log boom pilings and do not replace them. Sleeve all A dock and B Dock pilings with 75% or greater useful life remaining, and remove and replace all B Dock pilings with less than 75% useful life with steel pilings
 - C. DNR communications on 3/2/2026 opened up a third possibility in February:
 - iii) If we remove all the creosote pilings in the log boom now, DNR is willing to extend the deadline for removal of the remaining 15 creosote pilings in our marina out to 7/31/2034 (4 years later than the current deadline in the Lease). When we get bids

back, we will look at what this option could mean.

D. Work to remove old boom sticks from logs began Monday, March 9th and completed Tuesday March 10th. GREAT JOB to the CBHA maintenance Team who supported the contractor (NW Dock & Pile.). The logs were moved to the Water Tower area on Thursday (3/12) for drying which will save significantly money on disposal costs.

2. Marina Rules & Regulations & Lease Updates

A. No new items were proposed. Marina Member input requested

V. NEW BUSINESS

1. February 2026 Marina Inspection

New items for Lease R & R's

2. The Guest Dock fee will be raised from 15\$/night to 25\$ / night effective 5/1/2026. It's been > 10 years since this fee increased.

VI. CONCLUSION

Next Meeting - Wednesday, April 11th, 2026

Marina Rules & Regulations & Lease Updates Agreed Upon at Previous Marina Committee Meetings

A. Changes to Marina Rules and Regulations

i) Fix typo for boat width to read 8 1/2-foot beam maximum.

ii) Add details for lease violations and marina issue resolution.

iii) Clarify the Waiting List process.

1) Submit a partially completed lease form to be added to the wait list.

2) Allow the person at the top of the wait list 1 refusal before bumping them to the bottom of the list.

iv) Visitors may NOT borrow or temporarily use any Member's leased slip, even for the short term. They don't have insurance and must use the Guest Dock.

v) No refueling boats from portable containers in the marina (Lease requirement now posted on the dock gates).

b) Changes to Lease Forms

i) Increase font size to enhance readability

ii) Clarify lease terms and add relevant Rules and Regulation.

iii) Add *No Refueling in the Marina* based on the requirements from the current Rules and Marina Lease.

iv) Measure full length of boats as follows: measure from the tip of the bow, bow anchor or bow pulpit to the end - with the outdrive, outboard or kicker raised, whichever is longer. Measure the full beam width at the widest point.

- NOTE: the reason for measuring the maximum length is to prevent unnecessary overhang from obstructing marina

walkways, and to ensure slip holders can avoid hitting projecting mechanical components on other boats when they are entering and leaving their slips. This is particularly important in the heavy winds and current we can experience in the marina.

Carlyon Beach Slip Price versus Swantown Marina, Westbay Marina and Zittles Slip Prices

Carlyon Beach CB Annual Lease - HOA refers to the lease as annual					Information
Slip Size Ft	CB annual	ST 6mnth	WB 6mnth	Z 6mnth	
18	\$648	\$1,267	\$1,254	\$1,630	CB refers to their leases as annual. Although they do not keep their boats in the marina all year, they secure their slip for the year. I compared CB to other marinas and used 6 months as a comparison to other marina slips- due to CB slip owners not using their slips year round. I created this table so the HOA members could better understand what marina boat slips leasees pay. There are other revenue streams from kayak leases and guest moorage. This table looks only at marina slips.
19	\$648	\$1,337	\$1,314	\$1,630	
20	\$648	\$1,408	\$1,386	\$1,630	
21	\$648	\$1,478	\$1,452	\$1,630	
22	\$792	\$1,548	\$1,506	\$1,630	
23	\$792	\$1,619	\$1,578	\$1,630	
24	\$792	\$1,689	\$1,638	\$1,630	
25	\$792	\$1,760	\$1,704	\$1,989	
26	\$936	\$1,830	\$1,782	\$1,989	
27	\$936	\$1,900	\$1,902	\$1,989	
28	\$936	\$1,971	\$1,950	\$1,989	
29	\$936	\$2,281	\$2,022	\$1,989	

Swantown ST Monthly Lease Only - No Annual Rate					
Slip Size Ft	Price per/ft	Monthly Rate	6 months	Total Annual	Notes:
18	\$ 11.73	\$ 211.14	\$ 1,266.84	\$2,534	Electricity extra
19	\$ 11.73	\$ 222.87	\$ 1,337.22	\$2,674	
20	\$ 11.73	\$ 234.60	\$ 1,407.60	\$2,815	
21	\$ 11.73	\$ 246.33	\$ 1,477.98	\$2,956	
22	\$ 11.73	\$ 258.06	\$ 1,548.36	\$3,097	
23	\$ 11.73	\$ 269.79	\$ 1,618.74	\$3,237	
24	\$ 11.73	\$ 281.52	\$ 1,689.12	\$3,378	
25	\$ 11.73	\$ 293.25	\$ 1,759.50	\$3,519	
26	\$ 11.73	\$ 304.98	\$ 1,829.88	\$3,660	
27	\$ 11.73	\$ 316.71	\$ 1,900.26	\$3,801	
28	\$ 11.73	\$ 328.44	\$ 1,970.64	\$3,941	
29	\$ 13.11	\$ 380.19	\$ 2,281.14	\$4,562	
30	\$ 13.11	\$ 393.30	\$ 2,359.80	\$4,720	

West Bay WB Marina Charges Monthly - If you pay Annually you get one month free					
Slip Size Ft	Price per/ft	Total Monthly	6 month	Total Annual	Additional Info
17	\$11.65	\$198	\$1,188	\$2,376	MONTHLY TRAILER/CAR PARK \$55.00 Electricity Electricity extra ranges from \$27 per/mnth to \$42
18	\$11.61	\$209	\$ 1,254.00	\$2,508	
19	\$11.53	\$219	\$ 1,314.00	\$2,628	
20	\$11.55	\$231	\$ 1,386.00	\$2,772	
21	\$11.52	\$242	\$ 1,452.00	\$2,904	
22	\$11.41	\$251	\$ 1,506.00	\$3,012	
23	\$11.43	\$263	\$ 1,578.00	\$3,156	
24	\$11.38	\$273	\$ 1,638.00	\$3,276	
25	\$11.36	\$284	\$ 1,704.00	\$3,408	
26	\$11.42	\$297	\$ 1,782.00	\$3,564	
27	\$11.74	\$317	\$ 1,902.00	\$3,804	
28	\$11.61	\$325	\$ 1,950.00	\$3,900	
29	\$11.62	\$337	\$ 2,022.00	\$4,044	
30	\$11.60	\$348	\$ 2,088.00	\$4,176	

Zittles Marina Charges Monthly - If you pay Annually you get one month free					
Slip Size Ft	Price per/ft	Total Monthly	6 month	Annual	Additional Info
20 - 24	\$12.35	\$ 271.70	\$1,630	\$3,260	Electricity \$6 per month
25 - 29	\$12.75	\$ 331.50	\$1,989	\$3,978	

CBHA Monthly Marina Inspection Checklist

Inspector(s) Name(s): Vernon Jensen Inspection Date(s): Friday, 02-27-2026

Weather Conditions: Clear & Cold

1. Dock Condition:

- Inspect the dock grating system for damage or wear
- Check for any loose, broken, or missing dock planks
- Verify that dock nails, screws, and fasteners are secure
- Ensure docks are securely anchored and stable
- Check for excessive movement or signs of wear on dock pilings and supports
- Inspect ramps and walkways for safe, slip-free surfaces
- Ensure walkways are clear of debris and are structurally sound
- Inspect fenders for proper placement and wear
- Check cleats for security and functionality

Sat / Unsat
*Comments

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2. Slip and Mooring Areas

- Confirm that each slip is clearly marked with the correct numbering
- Verify that proper signage for dock safety and rules is visible
- Inspect mooring lines for wear or damage to ensure they are secure and functional
- Verify mooring buoys are intact and properly marked

Sat / Unsat
*Comments

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3. Utilities

- Spot-check water hookups for functionality (no leaks, proper pressure)
- Inspect and marina water lines and supplied hoses for wear or cracks
- Ensure potable water signage is clear and compliant
- Test electrical outlets at slips for functionality (no exposed wires, proper voltage)
- Check for GFCI (Ground Fault Circuit Interrupter) functionality and reset at clubhouse breaker panel necessary
- Ensure lights around the marina, including parking areas and walkways, are functioning properly and that there are no dark spots
- Inspect electrical connections for damage or signs of wear

Sat / Unsat
Comments

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N/A
N/A*
N/A*
Unsat*
N/A*

4. Waste Management

- Confirm trash and recycling bins are in place and clearly labeled
- Ensure bins are clean, emptied regularly, and not overfilled
- Check that hazardous waste disposal containers are clearly marked and accessible

Sat / Unsat
*Comments

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5. Safety Equipment

- Verify that fire extinguishers are present at designated locations
- Ensure fire extinguishers are fully charged and easily accessible
- Check fire extinguishers expiration dates and service tags for compliance
- Ensure life jackets are available for public in the storage box on the pier
- Check that safety rings and throw bags are in place and in good condition

Sat / Unsat
*Comments

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CBHA Monthly Marina Inspection Checklist

6. Environmental Compliance

Inspect for signs of invasive species on docks, boats, or other marina structures
 Ensure signage and information about invasive species is visible to boaters

Sat / Unsat
 *Comments

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7. Security and Access Control

Check that gates, locks, and security systems are operational
 Verify proper marina security signage (e.g., no trespassing, safety procedures)

Sat / Unsat
 *Comments

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8. General Maintenance

Inspect the grounds for any hazards or debris (e.g., broken glass, trash)
 Ensure that grass is mowed, trees and shrubs are trimmed, and walkways are clear
 Check for any signs of rodent or pest activity in storage areas and dock boxes, and around the marina office building/ clubhouse.
 Confirm that the marina is generally clean and free from litter.
 Ensure all restrooms, office and shop areas are well-maintained.

Sat / Unsat
 *Comments

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9. Lease Compliance and Inspection Documentation

Ensure all boats in the marina have current Washington registrations.
 Ensure all boats in the marina are properly tied off with main and spring lines as required by the lease, and that lines are in good condition.
 Confirm all maintenance records, inspection reports, and corrective actions are properly logged and stored in the Marina Inspection binder in the CBHA Office.

Sat / Unsat
 *Comments

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* Inspector Comments:

#1 - Dock Condition Comments:

- Work on B Dock sea lion system still in progress. There are several areas where parts and fasteners are missing, and CBHA Maintenance is aware.

#2 – Slip and Mooring Area Comments:

- Number plate missing from Slip 41.

#3 – Utilities Comments:

- The water system on B Dock still needs to be repaired. Spigots missing, many badly corroded, and water lines are not secured to the docks. CBHA Maintenance is aware.
- Lights on B Dock are not functioning properly because of sea lion damage to the system.
 - D.F. Electric repaired and returned the Pier, Headwalk (Guest Dock) and A Dock lighting February 1st.

#5 – Safety Equipment Comments

CBHA Monthly Marina Inspection Checklist

- One (1) Fire extinguisher and storage box is missing from B Dock Slip 34. The FX is in the Marina shop, and new boxes are available. CBHA Maintenance is aware. There were no boats moored at this area so this was not a safety issue at this time.
- All Fire Extinguishers were re-inspected in February 2026 courtesy of CBHA Maintenance.

#7 – Security and Access Controls Comments:

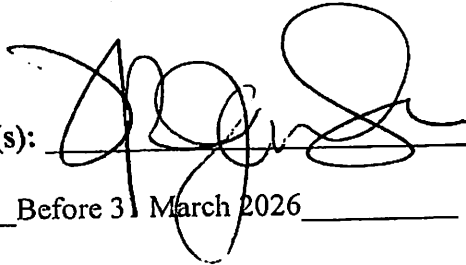
- For sea lion damage minimization, 4" X 8" planks have been installed on all of the A Dock fingers, and along the full length of A Dock next to the lighting and electrical bollards. The planks are held in place with ratchet straps, and access to A Dock is currently restricted. One such plank was also added to B Dock in February at the suggestion of a member.
- In November 2025 the lock for B Dock was removed and Marina Members notified that sea lion abatement efforts were underway. Until it is complete, the gate to B Dock will remain unlocked.

Corrective Actions (if any):

#1 - Dock Condition Comments:

- Sea Lion bull rail material for B Dock are ~ 95% delivered. The remaining installation work will be done by Northwest Dock & Pile, volunteers and CBHA Maintenance.

Signature of Inspector(s):



Date:

3/4/2026

Next Inspection Due: Before 31 March 2026

FUNCTION:

Marina Committee

MEETING DATE:

March 11th, 2026 @ 1800 hrs

FACILITATOR:

Vern Jensen

LOCATION:

CBHA Clubhouse

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