October 7, 2023 OYC SOP #1 Approved 12/13/23 (BOT)

Ref: Moorage Rules Rev 10/11/23

Sale or Transfer of Member Boathouses

The moorage of vessels and boathouses in the Olympia Yacht Club (OYC) Marina is a membership privilege not available to the public. The OYC owns, maintains and manages the marina moorage for the benefit of the members and the overall welfare of the Club. Members utilizing OYC moorage are, per their moorage agreement, obligated to follow procedures for the sale and transfer of boats/boathouses that will retain OYC moorage. This STANDARD OPERATING PROCEDURE (SOP) outlines the mandatory procedures for the sale and transfer of vessels and boathouses that retain OYC moorage.

- 1. Members will notify the OYC Club Manager and Moorage Master of intent to sell their boathouse at least 5 days prior (Rule 16a).
- 2. When a decision is made to sell a boathouse the selling member must comply with all steps on the attached checklist (OYC SOP #1 Checklist).
- 3. OYC staff will take the following actions upon notification:
 - a. Notify all members within OYC of available boathouses.
 - b. Work with the Inspection Team to confirm the inspection and condition of the boathouse.
- 4. All buyers of boathouses must be existing ACTIVE MEMBERS OR APPROVED FOR ACTIVE MEMBERSHIP prior to transfer of the boathouse.
- 5. The OYC Club Manager will approve the transfer for the buyer and seller once all actions on the attached checklist have been confirmed as completed satisfactorily.

Compliance with this SOP is in accordance with the OYC moorage rules and agreements. OYC reserves the right to deny moorage to boathouses sold outside the scope of this SOP.