

APO Internal Marina Operations

1. Gate to be locked at all times
 - a. Do not leave gate unlocked and open without APO personnel on site at the Marina
 - b. Personnel are to park in the parking area and walk down to the Marina leaving the gate locked unless launching a boat or mowing the grass
 - c. If mowing, open gate to get equipment in and lock immediately
 2. Launching
 - a. Property Owner/Agent Schedule an appointment through PSO
 - i. Appointment days/times: F-M 8AM-8PM as daylight allows.
 - b. Boat/Trailer inspection is to be done in the parking area before opening gate.
 - c. Snap a picture of the boat, with the lot number clearly visible.
 - d. Launch Inspection Form filled out and signed
 - e. Discussion of Invasive Species and packet given, if needed
 - f. Explain new procedure for removal and re-launch during season
 3. Temporary Removal before end of season
 - a. Question why, use Temporary Boat Removal Form
 - b. Reiterate new temporary removal procedure
 - c. **If owner is removing boat on own trailer attach inspection tag a note tag number on the form**
 - d. **If agent is removing boat on commercial trailer the agent must sign a Confirmation form** attesting to the fact that the boat will not be entering another body of water prior to re-launching into SHL.
 - e. Have form signed by owner/agent and officer
 - i. Copy stays at PSO for use upon re-launch
 - ii. Copy goes to APO after re-launch
 4. Re-Launch of Boat before end of season
 - a. Boat/Trailer inspection
 - b. Launch Inspection Form filled out and signed
 - c. Confirmation that the inspection tag is in place (confirm tag number)
 - i. If the inspection tag is not in place find out why and require either:
 1. Letter from a marina is required stating why the boat had to be removed from the trailer with assurance given in the letter that the boat was not put into another body of water
 2. If no letter is provided, the boat and trailer must be pressure washed with hot soapy water and remain out of the lake for 7-days. NO EXCEPTIONS. Boat re-launch date to be noted in C3
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3. Inform the owner that the car washes in Catskill and
Coxsackie are available for pressure washing

5. Permanent Removal

- a. Fill out Permanent Removal form
 - b. Owner and Officer sign
 - c. **If owner is removing boat on own trailer attach inspection tag a note tag number on the form**
 - d. **If agent is removing boat on commercial trailer the agent must sign a Confirmation form** attesting to the fact that the boat will not be entering another body of water prior to re-launching into SHL or make arrangements for the owner to supply a Confirmation letter
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Temporary Boat Removal Form 2013

Date: _____ Lot #: _____ Owner: _____

Boat removed: Year: _____ Make: _____ Model: _____

Inspection Tag #: _____

1. Why is the boat being removed? _____

2. How long will the boat be out of SHL? _____

3. Will the boat be used in any other body of water while out of SHL? Y N

4. If yes above, which body of water? _____

5. Are you aware of the re-launching requirement to pressure wash your boat with hot soapy water and leave to dry for 7-days before re-launch? Y N

6. If no to above, owner must be handed Lake Rules with this information identified.

7. When do you anticipate re-launching into SHL? _____

8. Are you aware of the threat of Invasive Species to SHL? Y N

9. Are you aware that zebra mussels have been identified in SHL? Y N

Please be a good neighbor to other bodies of water and make sure your boat and trailer are clean before entering them. SHL does not want to be responsible for spreading our invasive species to another body of water. Thank you!

.....

I understand the need for the inspection tag and that if it is removed before I re-launch into SHL, I am responsible to pressure wash my boat and leave it at the parking area above the marina entrance for a minimum of 7-days before it can be re-launched.

Owner/Agent Signature

Officer/Lake Patrol Signature

(Print Name)

(Print Name)

Permanent Boat Removal Form 2013

Date: _____ Lot #: _____ Owner: _____

Boat removed: Year: _____ Make: _____ Model: _____

Inspection Tag #: _____

1. Where will you be storing the boat? _____

2. Will the boat be used in any other body of water while out of SHL? Y N

3. If yes above, which body of water? _____

4. Are you aware of the re-launching requirement to pressure wash your boat with hot soapy water and leave to dry for 7-days before re-launch? Y N

5. If no to above, owner must be handed Lake Rules with this information identified.

6. When do you anticipate re-launching into SHL? _____

7. Are you aware of the threat of Invasive Species to SHL? Y N

8. Are you aware that zebra mussels have been identified in SHL? Y N

Please be a good neighbor to other bodies of water and make sure your boat and trailer are clean before entering them. SHL does not want to be responsible for spreading our invasive species to another body of water. Thank you!



I understand the need for keeping my boat and trailer clean and free of invasive species in order to protect the lake and that installing an inspection tag on my boat and trailer is a way for SHL to ensure that I do. I also understand the requirement to pressure wash my boat and leave it at the parking area above the marina entrance for a minimum of 7-days before it can be re-launched if I choose to enter another body of water prior to re-launch into SHL next season.

Owner/Agent Signature

Officer/Lake Patrol Signature

(Print Name)

(Print Name)

Confirmation Form for Boat Removal

AGENT'S TRAILER

Acting as Agent for _____, property owner at Sleepy Hollow Lake, I attest to the fact that his/her/their _____ boat did not enter any other body of water while out of the Lake for repairs. Our/My company is fully aware of the importance of clean boats and trailers entering SHL in order to control Aquatic Invasive Species.

Agent Signature

Officer/Lake Patrol Signature

(Print Name)

(Print Name)

APO, Sleepy Hollow Lake
Unit 1095 92 Randy Road
Athens, NY 12015

Re: Temporary Boat Removal

Dear Sleepy Hollow Lake:

On _____, _____ repaired the
(date) (Marina Name/Agent Name)

_____ for _____.
(boat year, make, model) (owner name)

While working on the boat it was necessary to remove it from their trailer. **Please find said inspection tag enclosed.**

I attest to the fact that this boat did not enter any other body of water while out of SHL.

Sincerely,

Marina Owner/Repairman

PROPERTY OWNER'S TRAILER



Association of Property Owners of Sleepy Hollow Lake, Inc.
Unit 1095, 92 Randy Rd., Athens, NY 12015
Phone (518) 731-6175 Fax (518) 731-2064

January 14, 2013

Riverview Marine
103 Main Street
Catskill, NY 12414

Re: Sleepy Hollow Lake Marina Operations

Dear,

I am writing to inform you that Zebra Mussels have been found in Sleepy Hollow Lake. We have 3 known species of invasive plants and are disheartened to discover that we now have mussels.

As you know, only property owners that have registered their boats with the APO are allowed to launch boats into our lake. We are a private community and as such have the authority and power to stop others from entering the lake. All boats are inspected by our staff prior to entry for signs of any invasive species that may be attached to the trailer or lurking on or in any parts of the boat, including live wells, etc.

In an effort to remain free of the other invasive species, in particular, Quagga Mussels, Asian Clams and the flea, we are increasing our restrictions on what can enter our lake and how we will allow boats to exit the lake and re-launch during the regular season.

Please find attached our new Marina Operations. There are several changes that may affect how you launch boats for our community members. For example, If you will be using your own trailer to remove boats from SHL, be advised that Marinas and other agents cannot use a trailer that has been in other bodies of water, including the Hudson River. **There will be no exceptions.** It is our suggestion that you designate one trailer for use in Sleepy Hollow Lake only in order to avoid any delay in your busy schedules.

Thank you in advance for your understanding and cooperation in this matter. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Laurel Mann
Project Manager
