












c/o Evergreen Management  
14 Country Club Road, Suite 6, Gilford NH 03249  
(603) 527-8147

### 2026 MOORING USERS' CHECK LIST

Please complete and mail the following items prior to March 31st to maintain a mooring position. Only complete packages which include ALL ITEMS on this checklist will be accepted by Management.

	#	Item
	1	Check List - Check each item, initial and return pg. 1
	2	Mooring User Policy - Initial and return pg. 2
	3	Mooring User Regulations - Initial and return pg. 3
	4	Mooring Field Waiver Form - Sign and return pg. 4
	5	Mooring Questionnaire Form - Complete and return pg. 5
	6	Valid, executed, signed and stamped copy of 2026 NH Boat Registration
	7	Current Certificate of Insurance <u>naming</u> LBHOA II and Long Bay Boat Club as Certificate Holders
	8	\$750 check payable to Long Bay HOA II

Mail To: Long Bay Homeowners Association II,  
% Evergreen Management,  
14 Country Club Road, Suite 6, Gilford, NH. 03249

**\*IMPORTANT NOTICE \***

By signing the Mooring Field Waiver, you agree to use the Community Docks in accordance with all terms and conditions of the Long Bay Community Docks Rules and Policies.

Applicants Initials: \_\_\_\_\_

## 2026 MOORING USERS' POLICY, REGULATIONS, WAIVER , QUESTIONNAIRE PACKAGE

### LBHOA II - MOORING USER POLICY

The purpose of this policy and the regulations outlined is to ensure equitable distribution of the moorings to LBHOA II owners. Members who used a mooring during the past year will be contacted in February for first refusal and must return a completed registration form with appropriate fees no later than March 31<sup>st</sup> to maintain their previous years mooring space. New boat requests for the use of a mooring must have their application in by April 1<sup>st</sup> and will be served on a first come first served basis.

In order to qualify for a mooring all appropriate fees, a completed Questionnaire, signed Waiver, a copy of the current stamped and signed 2026 NH boat registration and a Certificate of Insurance must be received by March 31<sup>st</sup> deadline. The annual fee is determined each year by the Board of Directors. ALL BOATS OR PWCs MUST BE REMOVED FROM THE MOORINGS BY OCTOBER 13, 2026, (One Day after Columbus Day).

The policy for obtaining the use of a mooring is as follows:

- Applicant must be a dues paying homeowner or lot owner in Long Bay and must be in good financial standing to be a mooring user. Moorings are not owned individually and may not be transferred or sublet to another individual. If the applicant cannot use the space it must be assigned to the next member on the waiting list. Moorings will be monitored to make sure they are being used.
- Positions will be assigned based upon the following priority acer the first year of operation:
  1. Long Bay Boat owners with a prior mooring (single position per household) will have a right of refusal.
  2. Long Bay Boat owners applying for a new mooring and who receive a space, will have a refusal right in following years (single position per household).
  3. Long Bay 3-Seater PWC owners, (single position per household), have an opportunity for available moorings #1 - #10 via a lottery drawing only if there are no other members on the Mooring Waitlist with a registered boat. PWC moorings are only issued on an annual basis and do not retain a refusal right in the following year. There is approximately a five-year Waitlist of boat owners so it is unlikely a mooring lottery would be offered for PWC's in the near future.

Within each priority group, the mooring assignment will be given based upon the order of receipt of application. When a priority group has been completed, and there are still available positions, then the selection process will move to the next priority group until all household requests have been assigned a single position. If there are positions remaining, the same order of precedence will be followed. If there is greater demand than available moorings, a waiting list will be maintained.

Note: Please review the [Mooring Waitlist Policy](#) posted on the Long Bay website for further details.

Applicants Initials: \_\_\_\_\_

## LBHOA II - MOORING USER REGULATIONS

Each Mooring User must submit all the necessary paperwork and pay the yearly fees before utilizing the facility. The annual fee is non-refundable and will not be pro-rated.

### The following regulations apply specifically to Mooring Users:

1. There will be no personal ownership of an individual mooring or water space. LBHOA II will maintain the mooring field. A Mooring Field Committee, in conjunction with the Long Bay Board and Evergreen Management Group will provide oversight of the mooring field. Any equity, real or perceived, is owned by the LBHOA II. No mooring may be transferred or sublet to another individual. The applicant must use the mooring. If not, it will be assigned to the next person on the waiting list. Mooring Sites are not guaranteed and will be assigned annually based on overall boat length.
2. Boats on moorings are limited to 27 feet length overall (LOA) and can weigh no more than 7,500 lbs. IMPORTANT NOTE: Mooring boat LOA is shorter than the 29' maximum LOA allowed for using the community docks.
3. 3-Seater Personal Watercraft (PWC) may utilize assigned moorings 1-10 only if there are no other members on the Mooring Waitlist with a registered boat.
4. Due to space limitations, no visiting boaters can be accommodated on a mooring.
5. All boats and PWC's must leave and return to the dock and mooring areas at headway speed. No boats or PWC's are allowed in or near the swim areas.
6. Boat/PWC owners using a mooring, and/or the day docks are responsible for proper tie-up (see proper tie up procedure). Boat/PWC owners are responsible for damage caused due to improper tie up. LBHOA II and/or the Long Bay Boat Club are not responsible for any damage to a boat. Boat owners are responsible for scratches or chips on the hull from impact with the mooring ball and associated hardware and any other damage that might occur.
7. Each mooring user will provide his/her small boat/dinghy to access the moorings. The dinghy must fit into the racks provided and may be no longer than 12 feet in length. The owner's dinghy may be left on his/her assigned mooring. A rack will be provided by LBHOA to store the dinghies when not in use.
8. Fees for the use of a mooring will be determined on a year-to-year basis. Commitment for the previous year's users must be made by March 31<sup>st</sup> of each year to maintain a mooring space. For new mooring users notified of an available mooring after March 1<sup>st</sup> the commitment must be made within 30 days and no later than April 30<sup>th</sup>.
9. Mooring Users must provide all appropriate fees payable to LBHOA !!, the current year's Questionnaire, stamped/ executed 2026 NH Boat Registration; signed Waiver and current Certificate of Insurance by the March 31<sup>st</sup> deadline or the mooring will be assigned to the next person on the Waitlist.
10. Contact the Evergreen Management Group office if there is a problem with a mooring. Evergreen Management Group will send communications, collect the fees, administer the program, issue stickers, maintain a waiting list, and enforce the Rules and Regulations. Boats and PWC's must be removed from the moorings by October 13, 2026, (One Day after Columbus Day)

Applicants Initials: \_\_\_\_\_

LBHOA II - MOORING FIELD WAIVER 2026

The Long Bay Homeowners Assn. II, the Long Bay Boat Club and/or Evergreen Management Group assumes no responsibility for damages to a boat or PWC utilizing a mooring. LBHOA II owners are also responsible for adhering to all policy, regulations and any of the following losses incurred by an operator of their boat. It is agreed with the undersigned owner of a boat using a mooring in Long Bay that:

1. Boat/PWC owners are responsible for the suitability of a boat tied to a mooring. Mooring Sites are not guaranteed and will be assigned annually based on overall boat length.
2. Boat/PWC owners are responsible for scratches or chips on the hull from impact with the mooring ball and associated hardware.
3. Mooring pendant lines and hardware are furnished by Long Bay. Ensure that the lines, (2 should be used), are free of each other and the chain prior to attachment to your vessel. On pontoon boats the mooring lines should be attached to the two outside connection points, (if you have two outside connection points), instead of attaching both lines to one center point. Owners may furnish their own 5/8" pendant lines and hardware only after receiving prior approval by Management. Standard marine stainless-steel hardware must be used including stainless steel wire to secure shackle pins on hardware.
4. Boat/PWC owners using the Community Docks must have adequate lines and are responsible for proper tie-up.
5. Each dinghy or small boat left on a rack is done so at the boat owner's risk and liability. Member shall indemnify and hold LBHOA II safe and harmless from any and all liability, injury, loss or damage caused or resulting to Member's boat/PWC and/or dinghy.
6. All Boats and PWC's must be removed from the moorings by October 13, 2026, (One Day after Columbus Day).
7. \*IMPORTANT NOTICE - NEW POLICY: Boat/PWC owners agree to use the Community Docks in accordance with all terms and conditions of the Long Bay Community Docks Rules and Policies.

I have read the Mooring User Policy and attached regulations and agree by the terms and conditions contained therein. By signing below, I/We hereby agree to the Mooring User Policy, Regulations, and above waivers.

\_\_\_\_\_  
Owner Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Applicants Initials: \_\_\_\_\_



LBHOA II - 2026 MOORING USERS  
QUESTIONNAIRE

-For Office Use Only-		
Ck # _____	Amt \$ _____	Date _____
Mooring # _____	Dingy# _____	

Please be sure to fill out this form in its entirety and include a valid, executed, signed and stamped NH 2026 Boat Registration; legible executed 2026 Mooring Field Waiver; current Certificate of Insurance; and check payable to Long Bay HOA in the amount of \$750 must also be included with this Questionnaire. Complete packages must be received by March 31st. Incomplete packages will not be accepted.

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LONG BAY ADDRESS: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (C) \_\_\_\_\_

TELEPHONE: (LONG BAY) \_\_\_\_\_ EMAIL: \_\_\_\_\_

INSURANCE INFORMATION: Attach a current 2026 Certificate of Insurance naming LBHOA II and Long Bay Boat Club as Certificate Holders. You must have a minimum \$300,000 Liability. A current copy must ALWAYS be on file with the Evergreen Management Group office.

BOAT INFORMATION:

MAKE/MODEL: \_\_\_\_\_ LENGTH OVERALL: \_\_\_\_\_

HORSEPOWER: \_\_\_\_\_ COLOR: \_\_\_\_\_ NH REG #: \_\_\_\_\_

DRY WEIGHT: \_\_\_\_\_ FUEL/WATER CAPACITY \_\_\_\_\_ BEAM WIDTH \_\_\_\_\_

NAME ON BOAT: \_\_\_\_\_

ENGINE INFORMATION:      SINGLE [ ]      TWIN [ ]      PWC [ ]  
    INBOARD [ ]      OUTBOARD [ ]      INBOARD/OUTBOARD [ ]

WILL MOORING USER BE USING A DINGHY SPACE?    \_\_\_ YES    \_\_\_ NO

MOORING USER FEE: \$750.00 paid by check made payable to LBHOA II

**INSTRUCTIONS:**

Please be sure to fill out this package in its entirety and include a valid, executed, signed and stamped NH 2026 Boat Registration; legible executed 2026 Mooring Field Waiver; current Certificate of Insurance; and check payable to Long Bay HOA in the amount of \$750 must also be included.  
 Mail to: Long Bay Homeowners Association II,  
 C/o Evergreen Management ~ 14 Country Club Road, Suite 6, Gilford NH 03249

Applicants Initials: \_\_\_\_\_

# Long Bay Community Docks - Rules and Policies

The following rules and policies apply to Long Bay members using the six Long Bay HOA owned docks 24 - 29 and the Boat Club Community Dock located near the PWC (jet ski) area.

## OVERVIEW:

Long Bay Community Docks	The Long Bay HOA owns the six slips 24 - 29 that are an amenity that can be used by all Long Bay members and guests in accordance with the Long Bay Community Dock Rules.
Boat Club Community Dock	Long Bay members with pontoon boats may also use both sides of the Boat Club Common Dock for 15-minute LOADING. This dock is located near the PWC (jet ski) entry area. Members with pontoon boats are encouraged to use this open style dock to reduce damage to the narrow Long Bay owned slips.
Who may use the docks	All Long Bay members in good standing may use the community docks after they have registered their boat or PWC with Evergreen Management.
Guest Use	To be determined
Registration	To be determined
PWC's (Jet ski's)	PWC's may LOAD and DOCK during daytime hours only in slips 24 - 29. Overnight DOCKING is not permitted.
Renters	Persons renting a home or condominium in Long Bay are not entitled to use the docking facilities.

## DOCKING: (2 HR Unattended docking limit in slips 24,25 & 26)

Amount of DOCKING slips	Unattended DOCKING is only allowed in the three slips (24,25,26)
Time Limit per DOCKING	Unattended docking is limited to 2 HRS per docking
Amount of DOCKING per day	<b>Follow the 2-2-2 Rule:</b> 2 HRS per docking 2 docking visits per day 2 HRS minimum separating each docking

## LOADING: (15 minute attended LOADING in all six slips 24-29 and Boat Club Common dock)

Amount of LOADING slips	All six slips (24-29) may be used for 15 minute attended LOADING. Slips (27,28,29) are posted as LOADING ONLY to notify boaters that unattended DOCKING is not allowed in these three slips.  Members with pontoon boats may also use both sides of the Boat Club Common Dock near the PWC (jet ski) entry area.
Time Limit per LOADING	Attended LOADING & UNLOADING is limited to 15 minutes per visit
Amount per day	Unlimited

# Long Bay Community Docks - Rules and Policies

## OVERNIGHT DOCKING: (Slips 24- 26)

Overnight Reservation	Overnight docking requires preapproval from Evergreen Management and a posted permit. Two slips (25 and 26) are used for scheduled Overnight docking. Slip 24 is used for docking overflow and emergencies.
Overnight Start/End Time	Overnight docking starts at <b>6PM and ends at 10AM</b> the following morning.
Adding Day Time Docking	Adding DAY docking time before 6PM or after 10AM is <u>NOT ALLOWED</u> . Boaters need to follow the 222 rule. You can dock two times during the day plus one more time with an Overnight permit. However, you may not dock between 4-6PM or from 10AM-12PM the next morning.

Consecutive Night Permits during Non-Holiday Weeks  
(Mid-week Sunday thru Thurs.)

Amount of Reservations: (Sunday-Thursday) Limited to one reservation per non-holiday week which is considered Monday through Sunday. A reservation can be made for one night or two consecutive nights during this time. Limited to 20 nights per season.

Limited to 1 reservation per season. A member will be given a permit for 2 nights (Friday & Saturday) over one weekend, excluding holiday weeks. These nights count towards the 20 night per season limit.

Emergency Overnight Docking Members must email Evergreen Management within 24 hrs after unreserved night docking to state reason why emergency docking was necessary.

## OVERNIGHT RESERVATIONS:

Reservation Process	Complete and send the Overnight Dock Reservation Form to Evergreen Management including proof of insurance and registration. Pre-approval from Evergreen Management is required and will be confirmed with a permit to be posted by the member.
General Policy	Reservations for Long Bay members are issued on a First Come First Serve basis and can be made up to 30 days in advance. In the event of conflicts, preference will be given to first time reservations. Guests are not allowed to dock overnight.
Who can use Overnight Docks	Only Long Bay members may reserve the Overnight docks.
Posted Permit	Members must post an Overnight Permit on boat windshield or pier post of reserved slip.

# Long Bay Community Docks - Rules and Policies

NH Regulations	All boating, and water safety regulations adopted by the State of NH shall be enforced.
Dock Use	Dock use is limited to the six Long Bay community docks 24-29. Members may also use both sides of the Boat Club Community Dock for 15 minute LOADING. The dock is near the PWC (jet ski) entry.
Time Limits	Follow all posted DOCKING and LOADING time limits which may be monitored by video surveillance and enforced via fines or loss of dock privileges.
Boat Size Limit	All boats using docks can be no more than 29 feet on length and weigh no more than 7,500 pounds.
Overnight Sleeping	No sleeping overnight on a boat that is docked.
Swimming and Fishing	No swimming, fishing, or diving from the docks is allowed.
Fueling	No gasoline or re-fueling at docks. Any boat found to be leaking fuel will be removed.
Alcoholic Beverages	The use of alcoholic beverages on or about the docks is prohibited.
Boat Condition	All boats shall be maintained in a safe and sanitary condition.
Securing Boats to Dock	Boaters are encouraged to use snubbers on their bow lines to reduce damage to dock piers and to follow suggested guidelines for securing lines.
Golf Cart Parking	No golf cart parking on the water side of the railroad tracks. Golf cart parking is in the parking lot by the pool. Loading and unloading of golf carts is permitted in the designated area only.

## LONG BAY DECLARATION RULES:

No Wake Zone	Follow the NH Regulations which state a vessel must be operated at headway, NO WAKE, speed within 150 feet of swimmers, other vessels, rafts, floats, permitted swim areas, docks, mooring fields or the shoreline.
Noise Levels	No vessel shall be operated to endanger or annoy the use or enjoyment of the Green Belt or Long Bay. Follow NH Regulations noise limits for the Stationary Test Limit and the Moving Test Limit as measured from a distance of 50 feet.
Age Limit	A vessel in excess of 25 h.p. may only be operated by individuals 16 years of age or older with a valid Safe Boating Certificate. A person under age 16 may operate a boat only if accompanied by a person 18 years or older with a Safe Boating Certificate.

# Long Bay Community Docks - Rules and Policies

## PROCEDURE FOR USING & SECURING BOATS IN SLIPS:

Pontoon Boats	<p>The wider bow on pontoon boats makes it difficult to enter the narrow Long Bay slips. Pontoon boats are encouraged to use both sides of the open style Boat Club Community dock for LOADING. This dock is located near the PWC entry area. Unattended DOCKING is not permitted on this dock.</p> <p>There are also deck floor bumper strips adjacent to the last Long Bay dock # 24. Pontoon boats can use this area for LOADING. Pull straight forward and gently hit the rub rails to temporarily pin the bow to the dock. This method is useful for quick LOADING and UNLOADING from the bow. <b>CAUTION:</b> You must pull straight forward adjacent to dock #24 to avoid rocks. There is plenty of room to safely pull straight into this area. Do not enter or dock sideways in this area.</p>
Entering the slip	<p>Enter the slip slowly and if necessary, pull the boat into the slip using your bow lines. Do not force your boat into the slip with your motor if you are at an angle entering the slip.</p>
Securing	<p>Secure your boat with 2 bow lines and 2 stern lines using the cleats on the posts of the slip. Do not wrap your lines high around the posts as this can put excessive force on the dock structure when the boat bounces from wave action. Make sure your bow is not less than 1 foot from the front of the slip.</p>
Bumpers	<p>Use bumpers to prevent your boat from hitting the slip decking or posts. When leaving the slip, make sure your bumpers have been taken in. Back out straight and slowly so as not to hang up on the post rub strips.</p>