

**HMC MANAGEMENT
FERRY ACCESS POLICY
Effective August 13, 2016**

Vehicles

Only the following vehicles will be permitted to board the ferry:

1. Vehicles having a valid HMC sticker affixed in the designated area;
2. Vehicles for which the driver of the vehicle can produce a valid Guest Pass;
3. Temporary use vehicles (such as rental cars, etc.) driven by an HMC Member;
4. A contractor's vehicle listed on a valid HMC Form 18;
5. Refuse and/or recycle vehicles; and
6. Any of the following vehicles, which shall be permitted to board the ferry at no charge:
 - a. Fire Department, Emergency Medical Service and Law Enforcement vehicles;
 - b. Public utility vehicles (electric and telephone) providing Island-wide service, HMC Management service, or outage repair; and
 - c. Vehicles driven by the Island Manager or by any non-resident standby ferry crew member when travelling to the island to work or train.

Walk-ons

Walk-ons are permitted to board the ferry if:

1. They are HMC Members or Employees and are so identified by the ferry crew, **OR**
2. They produce a valid Guest Pass, **OR**
3. They are contractors listed on a valid HMC Form 18.

Boarding

The ferry crew may begin boarding vehicles/passengers 10 minutes prior to scheduled departure. Vehicles/passengers must arrive no later than 5 minutes before the scheduled departure time to insure a place either on the current ferry run or any shuttle that may be required for those arriving before the cutoff time.

Cars arriving after the five-minute cutoff are not assured a place either on the current ferry or a shuttle. The ferry will shuttle between the island and mainland until all vehicles that have arrived prior to the cutoff time have been accommodated and will continue until the that backlog has been eliminated.

If additional vehicles arrive prior to the final shuttle departure they will only be accommodated as space permits on the shuttle.

If a backlog, of those arriving prior to the cutoff time, remains after the last scheduled run before a break in the schedule or at the end of the day, the ferry shall continue to shuttle to accommodate all vehicles that were in line prior to the cut off time of the last scheduled run. Only if space permits will additional vehicles that arrived after the last scheduled run before a break be permitted on this shuttle. Any remaining vehicles will wait until the next scheduled run once the break is over.

Arrangements must be made in advance to transport any combination (in-tow) of any length, and/or single vehicles longer than 25 feet.

A reservation must be made in advance to transport any combination (in-tow) of any length, and/or single vehicles longer than 25 feet. The reservation must be confirmed by the captain.

Valid HMC Vehicle Stickers

1. HMC Vehicle Stickers must be current and affixed to the inside of the windshield, driver's side, lower corner. If no current sticker is attached, guest rates must apply.
2. HMC Vehicle Stickers will be issued only for vehicles registered to Members in good standing (per HMC Bylaws) or to spouses, renters, or co-habitants of Members in good standing (with written documentation filed with HMC).
3. Children of Members in good standing, and who are 21 years of age or older, are not eligible for HMC Vehicle Stickers unless they are listed on the deed as an owner of real property on Herron Island. If not so listed they require a Guest Pass. However, if such an adult child is a renter and is domiciled on Herron Island, he or she may qualify for renter status.
4. If a vehicle is registered to more than one person, all persons on the registration must be in good standing.

Guest Passes

1. Each Guest Pass must be fully completed and signed by a Member, renter, roommate, or cohabitant in good standing, whose name does not appear on the current delinquent list. The applicable Member number must be written on the Guest Pass. Crew members may NOT fill out any portion of Guest Passes on behalf of a Member, with the exception of the license plate number at boarding.
2. Members, renters, roommates or co-habitants who are not in good standing are not permitted to bring guests on the ferry.
3. No person shall issue a Guest Pass for any delinquent Member or any immediate family (spouse, children and parents of either spouse) and such delinquent Member and immediate family Members may not board the ferry as guests of anyone.
4. Guest Passes may be left with the ferry crew. When the Guest Pass is then used, crew members may ask the listed guest for identification.
5. Any person on official HMC business and any process server must have a Guest Pass signed by the Island Manager, the Office Manager, or a Board Member.
6. While on the island, guest vehicles must display half of the Guest Pass on the dashboard. Crew Members will return that half to the guest after collecting the Guest Pass and the ferry fees.
7. Guest vehicles in the mainland parking lot must display half of the Guest Pass on the dashboard to avoid being towed after 72 hours parking.

Ferry Fees, Fee Collection, and Trip Tickets

1. Ferry fees are adjusted periodically. The listing is available at www.herronisland.org.

2. All ferry fees must be paid in cash, by check or with Trip Tickets.
3. **Exceptions:** Contractors, delivery services and service providers using Guest Passes may charge their passage provided the issuing Member has checked "Charge to Member" on the Guest Pass.
4. Charges to the owner of a property for sale that has had an escrow opened will not be accepted. Cash-only will be accepted from contractors, delivery services and service providers traveling to such properties.
5. No charges from Members, renters, roommates or co-habitants will be accepted except under emergency situations, such as theft or loss of cash and checkbook.
6. The following persons will be accorded Member rates for ferry fees, provided that they have filed the appropriate required documentation with HMC:
 - a. renters who are domiciled on Herron Island (a written, signed rental agreement between the parties and a signed HMC Form 20),
 - b. roommates and co-habitants (written registration),
 - c. hospice workers (letter from hospice),
 - d. medically-necessary caregivers (letter from physician) and immediate family members of an island resident who is very ill (advance contact with HMC office in order to advise ferry crew),
 - e. in-home respite care workers (medical provider verification).
7. The following persons will not be charged to use the ferry: Island Manager; non-resident standby ferry crew members when traveling to the island to work or train; children returning from school (but not if driving a vehicle); volunteer firefighters who live on the island and are returning from training sessions on the mainland (requires an HMC Form 14, signed by a fire department officer and given to the ferry crew). Members riding as foot passengers from the island to the mainland for the purpose of retrieving mail or packages, or meeting other fare-paying passengers, may ride the ferry as foot passengers on the corresponding return run at no charge.
8. Realtors traveling to the island on business, with or without clients, will be charged regular ferry fees. Those who are Members will be charged the Member rate.
9. Contractors may not purchase Trip Tickets, but may use Trip Tickets purchased by the Member for whom the contractor is working. The ferry crew will collect the appropriate number of Trip Tickets for transportation of a non-Member.
10. Contractors listed on a HMC Form 18 may charge travel. Members allowing contractors to use Form 18 in lieu of Trip Tickets must have first signed the form, agreeing to pay incurred charges and stating on it the beginning and ending dates for the period that the permission to use it is granted, and must file the form with the HMC Office.

Denial of Ferry Privileges to Delinquent Members

Delinquent Members are denied access to the ferry with the following exceptions:

1. To retrieve personal possessions;
2. To show property to prospective buyers;
3. To protect property from damage; or
4. When the Member makes payment to the ferry crew prior to passage for a delinquent amount not to exceed \$200. *See further below.*

A delinquent Member requesting access under exceptions 1 through 3 shall do so in writing and in advance. The exception must be approved by two Board Members, who will so notify the Island Manager or Office Manager. The Member will be notified of the approval and of the charges that must be paid prior to boarding the ferry. The charges must be paid in cash in the exact amount. The charges will be in the amount of 10% of the delinquent balance to drive on, plus the current charge per passenger in the vehicle, or 1% of the delinquent balance to walk on. These charges will not be deducted from the delinquent balance.

A delinquent Member requesting access under exception 4 (where the delinquent amount does not exceed \$200) shall pay the exact amount due in cash. No change will be made by the ferry crew. The amount to be paid shall be the amount currently listed in the Delinquent List provided to the crew. If any Member has a delinquent amount greater than \$200, he/she shall make arrangements for payment in full with the HMC office or with the office of the attorney for HMC, as may be applicable, and may not make such arrangements with the ferry crew. Ferry access shall be denied until such Member's account is fully cleared with the HMC office. Delinquent Members will not be allowed access to the ferry in any manner, whether as driver, vehicle passenger, walk-on, or guest in another Member's vehicle. Delinquent Members may not use Guest Passes issued by another Member nor may they issue Guest Passes. This applies to passage both to and from the island, except that access will be granted to a delinquent Member leaving the island for emergency medical reasons. All the provisions of this policy cover renters, roommates, and co-habitants if the owner/landlord becomes delinquent.

If a person attempts to board the ferry after being denied access, the ferry shall not depart the terminal. The Pierce County Sheriff will be called and the person ejected.

General Provisions

This policy will be enforced uniformly and fairly in its entirety. Spot checks will be conducted to ensure compliance. A log is kept of all events pertaining to ferry access.

The ferry crew shall not discuss this policy with any person. Persons wishing to discuss this policy will be referred to the Island Manager.

This policy is effective August 13, 2016 and supersedes all previous versions.

Michael A. Graham
President, HMC Management Board of Directors