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## **Sample Letter Sent to Owners to Confirm Barge Services (Please review for important instructions/business details)**

**From:** Hat Island Community Association

**Subject:** (Month Offered) 2018 Barge Run

Thanks for your recent reservation for the (Current Month) 2018 Barge Run.

**Note: Your Billing Invoice includes your Barge Run Date and Time**

\*Payment is **due immediately** in order to secure your reservation. Note: Lot owners in arrears are not allowed barge services. We are required to charge WA State tax on all barge run orders.

**Important Cancellation Policy Information:**

- Cancellations between (Dates will be given in this space) will be refunded at 50% of the total invoice.
- Cancellations between the dates (Dates will be given in this space), 2018 will not be refunded.
- **There will be no refunds for “no shows” the day of the scheduled Barge Run.**

**Barge Loading and Unloading Location: Port of Everett 10<sup>th</sup> Street Boat Launch**

**Directions to Boat Launch:**

**Heading North I-5**

Take Pacific Ave./WA-529, Exit #193 toward City Center  
Turn left onto Pacific Ave.  
Turn right onto W Marine View Drive  
Turn left onto 10<sup>th</sup> St.

**Heading South I-5**

Merge onto WA-529 S, Exit #198 toward N. Broadway/Port of Everett  
Turn slight right onto ramp  
Keep right at the fork in the ramp  
Keep left at the fork to go on E Marine View Dr./WA-529 S  
Turn right onto 10<sup>th</sup> St.

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

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**It is critical for you to arrive at least 35 – 45 minutes before the scheduled Barge departure time. Please plan for crowded summer conditions. Note: Late loads may be denied passage or charged a late fee at the discretion of the Barge Master.**

- All loads should be roll-on, roll-off, or palletized for deck loading by the Barge's fork lift. A pallet is defined as items on a pallet 4' x 4' x 5'. Anything larger than this will be broken down and charged an additional fee. The Barge's forklift's capacity is 3000 lbs. There is a boat crane that can lift up to 6000 lbs., close in. Your loads on pallets must be wrapped; we are not responsible for any damage that may occur in route to or from the Port of Everett Boat Launch or Hat Island Marina.
- Lumber/Supply deliveries must be capable of unloading on the Island within 45 minutes or a time charge will be added at **\$125 per half hour increments.**
- You will need to be able to load and unload items that are not moveable by fork lift. Please be prepared to have people available to load/unload on both sides (Everett & Hat Island). Staff are unable to assist as they are supervising the operations overall.
- **Your payment must be received in advance. Payments not received prior to the Barge Run may not be allowed passage on the Barge. See Payments below.**
- All owners wishing to bring vehicles to Hat Island must send the Office/Harbor Master the original Title of the vehicle (no Copies are allowed). No exceptions. Vehicles that have not provided this information in advance will be denied passage or be invoiced \$200. This fee will be refunded at a prorated rate dependent on the time between bringing the vehicle and providing the title. Questions, Contact the Harbor Master at 360-444-6656 or [harbormaster@hatisland.com](mailto:harbormaster@hatisland.com)
- All vehicles, golf carts, ATV and UTVs must have a lot number visible on the rear bumper, rear window, or trunk before they will be loaded on the Barge for delivery to Hat Island. **3 inch decals** or something as easy to read must be used to identify the Division and Lot number. The numbers cannot be made of electrical tape and other non-permanent materials. Harbor Marine is a good source for decals.

**Rented Transport Vehicles:**

Delivery and Rental vans/trucks with boxes/beds longer than 20 feet tend to have long and low rear overhanging hitches, bumpers, and lift gate tracks, and should be avoided if possible. If the use of those vehicles is necessary, please inform the HICA office as they require more loading time and work for each loading. All rental company vehicles present this challenge with their 24 foot boxes; however, PENSKE seems to have the highest clearance. Occasionally there may be some damage to rear bumpers (we recommend that you consider buying insurance!).

**Septic Service:**

If you are scheduling septic service you need to know that there are two separate billing responsibilities. The first is fees for barge service (\$900 if you are the only home, down to \$300 for the total of 3 homes per pump truck). We generally have 3 services per barge service period.

The second fee is for your home septic clean-out service. Currently the fee is \$450.

Owners must either be present and pay with a check at the time of the pumping service or contact CUZ septic services at (360) 435-5531 and provide your credit card information for billing.

**Note: All septic tanks must be uncovered and lids visible for pumping. If the driver needs to dig, you will be responsible for the additional fee: \$50.00 min. and or additional costs if the truck misses their departure time. Please be ready for your service.**

**Barge Passenger Transportation:**

There are limited passengers allowed on the barge. First priority will be given to outside delivery drivers. Please let the office know if you are requesting to ride over on the Barge and the number of passengers that will be riding. There is no guarantee of passage on the Barge. Please be prepared to obtain alternate passage to and from Hat Island on your Barge Run day. The fee to ride the Barge is \$10/per passenger.

Thank you,  
**Barbara Conwell, Harbor Master**  
**Sandra L Bettencourt, Island Manager**

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