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Delinquency Policy Addendum

PORT OF POULSBO

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Executive Approval: January 2014

Commission Adoption: February 20, 2014

Revised: June 17, 2021

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| **1. POLICY STATEMENT** |

The Port’s Moorage Agreement states, “**5. DELINQUENT ACCOUNTS AND TERMINATION**: A service charge of ten percent (10%) of the balance owing on Licensee’s account or $20.00 per month, whichever is greater, will be charged as additional fees on all delinquent accounts not paid by the fifth (5th) day of each month. Any account not paid in full by the twenty-fifth (25th) of the month will be assessed an extended late fee of $50.00. Any account which is delinquent after thirty (30) days shall be assessed a processing fee as an additional fee in addition to the monthly service charge (RCW 53.08.320). The processing fee shall be $100.00 for the first (1st) occurrence, and $200.00 for the second (2nd) occurrence, at which time the Port may also immediately terminate this Agreement in its sole and absolute discretion. In the event Licensees that have been granted live-aboard privileges become sixty (60) days delinquent on their account, the Port may immediately terminate such live-aboard privileges in its sole and absolute discretion. Any material breach of this Agreement or the Rules and Regulations in the Handbook, shall result in immediate termination of this Agreement.”

This policy is intended to provide a timeframe to which this clause will be applied.

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| **2. POLICY GUIDELINES** |

1. The timeframe for which a Licensee’s Moorage Agreement will be terminated, for the cause of having multiple delinquencies, is three (3) years.
2. If a Licensee is delinquent multiple times during a three (3) year period, the Licensee’s Moorage Agreement will be terminated.
3. If a Licensee is delinquent ONLY one time during a three (3) year period, the Licensee’s delinquency record will be expunged.