

TRAILER ESTATES: DUTIES OF DOCKMASTER 1ST AND 2ND ASSISTANT DOCK MASTERS

PP 21

The Trailer Estates Board of Trustees works with administrative volunteers to assist the district in its day-to-day operations. The Dockmaster and Assistant Dockmasters serve a 12-month term. They are recommended by the chair and approved by the board prior to February 1 of each year. The Dockmaster/Asst. Dockmasters will report to the Maintenance Trustee.

1. Dock lines: The dock master or assistant dock master will show new boat slip renters the proper way to secure a boat. If renter is not familiar with docking of boat, renter should ask the dock master for help.
2. Renters must be responsible for securing of boats, especially during hurricanes, high tides and heavy rains. Renters are responsible for the care and protection of their boat. The dock master will attempt to notify renters if their boat is in distress and it is the renter's responsibility to correct the situation as soon as possible to avoid damage to docks or other boats. Renters need to make sure the bilge pump is in working order and the batteries are charged.
3. If an emergency occurs when a boat is in distress and is in danger of sinking, an attempt to contact the owner will be made by the Dock Master. If the owner needs assistance from the Dock Master, a fee of \$25.00 per occurrence can be charged. If the owner cannot be reached, the Dock Master has the authority to pump out and secure the boat. A fee of \$50.00 per occurrence will be charged to the owner. The Dock Master will notify the office within 24 hours of the occurrence to allow for timely billing.
4. The gate to the ramp is open 8:00 A.M. to 5:00 P.M. Monday through Friday, 8:00 A.M. to 12:00 noon on Saturday, and closed on Sunday. The dock master and assistant dock master have a key in case of an emergency.
5. The full length of the boat and motor determines the size of the slip, not just by the registered size of the boat. Prior to occupying a slip, the dock master must inspect and measure the boat to determine the proper size of the slip. The dock master shall complete PP 18 Boat Slip Approval Form and submit to the District Office.
6. The Dock Rental Agreement will be completed in the Trailer Estates Office after receiving a signed PP 18 Boat Slip Approval Form from the dock master.
7. The dock master will notify the District Office Manager in the following cases:
 1. the boat owner has been notified about boat taking on water
 2. the boat owner has been notified about trash around his dock area
 3. any other problems
8. A form(Marina Information Form) is to be filled out by the dock master/office manager for documentation on any violation or problems where it has been necessary to notify renter. The District Office Manager is to receive a copy of the form and the dock master is to keep a copy for his files.
9. All renters are required to give an emergency-local phone number when filling out the lease agreement.