

**TRAILER ESTATES: DUTIES OF DOCKMASTER,
ASSISTANT DOCK MASTERS**

PP 21

The District Office Manager is to receive a copy of the form and the dockmaster is to keep a copy for his files.

9. All renters are required to give an emergency phone number when filling out the lease agreement and if available provide an email address.

10. The Dockmaster will advise boat owners and guest to park their vehicles as follows: angle parking only on Pennsylvania Avenue, and curbside parking on American Way. No parking, except for unloading on north wall access road. No parking in front of residents' homes. No turning in residents' driveways.

11. Dockmaster will report any and all dock hazards, defects, malfunctions of water, electrical services to the maintenance trustee in a timely manner.

12. Dockmaster and assistants will instruct new slip renters as to the location and use of "Emergency Pier Ladders" in the event of a renter or guest falling from pier or overboard.

13. Dockmaster and assistants will advise and check on the "standardized" placement of ALL rubber bumpers, and strips on docks. No bumpers, rugs, hook, rings, nails, or any such material are to be affixed to single-pole dock pilings.

14. Dockmaster and assistants will advise boat owners as to Trailer Estates marina "No Fishing" regulations, including strict enforcement of "No Netting".

15. Dockmaster and assistants will advise boat owners and guest to "curb-walk" their pets on American Way ONLY and not to allow pets on docks, walkways or roads without a leash.

16. Dockmaster and assistants are authorized to remove extension cords for charging after 24 hours. Removed cords will be placed on board renter's boat.

Dockmaster Signature

Date

TRAILER ESTATES: DUTIES OF DOCKMASTER, ASSISTANT DOCK MASTERS

PP 21

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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 /or on February 15 of each year. The Dockmaster will report to the Maintenance Trustee. It shall be the primary duty of the Trailer Estates marina Dockmaster and Assistant Dockmasters to provide daily supervision and on-site inspection of ALL dock slips and piers including the Trailer Estates marina fish cleaning station.

1. Dock lines: The dockmaster or assistant dockmaster will show new boat slip renters the proper way to secure a boat. If a renter is not familiar with docking of boat, renter should ask the dockmaster for help. The dockmaster will advise renters that upon termination of lease or seasonal vacancy of slip, renter is required to remove ALL lines and bumpers from dock and pilings.
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 dockmaster 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 are to make sure the bilge pump is in working order, the batteries are charged, and extra lines stored in boat for emergency use. The Dockmaster shall advise renters that lines should be checked regularly.
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 Dockmaster. If the owner needs assistance from the Dockmaster, a fee of \$50.00 per occurrence can be charged. If the owner cannot be reached, the Dockmaster has the authority to pump out and secure the boat. A fee of \$50.00 per occurrence will be charged to the owner. The Dockmaster will notify the office within 24 hours of the occurrence to allow for timely billing. Use of ramp is for residents and non-resident dock renters and Hix Marina, not for out of park transient boat owners.
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 dockmaster and assistant dockmaster 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 the registered size of the boat. Prior to occupying a slip, the dockmaster must inspect and measure the boat to determine the proper size of the slip. The dockmaster shall complete PP 18 Boat Slip Approval Form and submit to the District Office. All sailboat measurements must include: depth of keel, be it fixed or swing type.
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 dockmaster.
7. The dockmaster will notify the District Office Manager immediately 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 pertaining to rules and regulations of Trailer Estates marina.
8. A form (Marina Information Form) is to be filled out as soon as possible by the dockmaster/office manager for documentation on any violation or problems where it has been necessary to notify renter.