

## **TRAILER ESTATES: DUTIES OF DOCKMASTER, 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/or on February 15 of each year. The Dockmaster and Assistant Dockmasters can be removed at anytime by the majority of the Board. The Dockmaster will report to the Marina 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. The Dockmaster and Assistant Dockmasters are charged with enforcing all of the rules and regulations of the District related to the marina. In the absence of the Dockmaster, the Assistant Dockmasters are given the authority to perform all duties of the Dockmaster. (EFFECTIVE 5/3/10—Dockmaster duties are handled by District Staff.)

1. Dock lines: The dockmaster will show new boat slip renters the proper way to secure a boat. If a renter is not familiar with docking of boat, the dockmaster will provide assistance. 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. The Dockmaster will advise renters that as per lease agreement, renters must be responsible for securing of boats, especially during hurricanes, high tides and heavy rains; and 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.
3. The Dockmaster shall advise renters 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.
4. The Dockmaster is authorized to remove extension cords for charging after 24 hours. Renters will be notified of said removal. If renter requests that the connection remain, the Dockmaster will notify the District Office Manager of date(s) of said connection with renter incurring a charge of \$5.00 per day until the connection is disconnected. The Dockmaster will place removed cords on renter's boat.
5. 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.
6. 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. Use of ramp is exclusively for Trailer Estates property owners, renter residents, and non-resident dock renters, and Hix Marine.
7. 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.

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8. The Dockmaster will direct the dock renter that 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.
9. 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.
10. The Dockmaster will complete the Marina Information Form as soon as possible for documentation on any violation or problems where it has been necessary to notify dock renter. The District Office Manager is to receive a copy of the form. The Dockmaster may contact the District Office Manager and submit the information by phone.
11. 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. Dockmaster will advise boat owners and guests of District request that they refrain from parking in front of residents' homes and pulling into residents' driveways.
12. The Dockmaster will report any and all dock hazards, defects, malfunctions of water, electrical services to the Marina Trustee in a timely manner.
13. The Dockmaster 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.
14. The Dockmaster 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.
15. The Dockmaster will advise boat owners as to Trailer Estates Marina regulations (PP19) regarding "Fishing in Designated Areas Only", including strict enforcement of "No Netting".
16. The Dockmaster will advise boat owners and guests to "curb-walk" their pets on American Way ONLY and that pets are not allowed on Trailer Estates Marina property without a leash.

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Dockmaster Signature

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Date