

## Dockmaster Duties

Verify insurance documentation on all watercraft, docked or parked on property by Owners, Seasonal Renters and weekly/ VRBO renters. Issue marina stickers upon verification.

Maintain records of insurance documentation and marina sticker issuance on all owners, seasonal & weekly rentals. Include expiration date of policies for possible reference into the following season for owners watercraft.

Log payment information from seasonal, monthly & weekly renters & friend rentals. Maintain spreadsheet of renters, rentees (owners), slip #, check # and \$\$ amount. Provide copy to bookkeeper on a regular basis as requested.

Prior to beginning of the season, communicate by letter to:

- Past dock renters re: re-renting for current season, include rental contract and establish deadline to request prior year dock assignment.
- Past rentees ( owners) who rented out their docks, include Owner Agreement

Walk docks at least weekly to monitor marina stickers & insurance compliance.

- Contact owner if watercraft is in slip without sticker/insurance documents. Follow up as needed to assure required documentation is provided. Notify Board if compliance is not attained after 3 attempts.
- Remind rental landlords/ owners of requirements regarding insurance, whether boat is parked or docked.

Monitor condition of docks/ piers and report any necessary repairs to Maintenance supervisor.

Open email account for Dock Master. Monitor and communicate with owners (as necessary) in a timely manner. Address questions and concerns regarding dock issues.

Communicate regularly with Board on any issues with insurance compliance by owners, landlords or seasonal renters, or marina rules/regulations.

Perform other reasonable duties as requested or required by the Board.

