

## ***Dockmaster Duties***

Verify insurance documentation on all docked watercraft at Green Cove facilities. Issue marina stickers upon verification.

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

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

Prior to the beginning of the season, communicate to:

- Past dock renters regarding re-renting for current season and include rental contract. Establish deadline to request prior year dock assignment.
- Past owners who rented out their assigned docks and 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.

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

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 pertaining to the management of the Green Cove docks.