



## **MBHOA: HARBOR MASTER DUTIES**

Main job is to oversee all activities related to the running of the harbour and boat storage facility.

1. Prepare/review documentation for homeowners to request slips, defer slips, etc. All documentation to go out to homeowners must be to property manager for mid-January distribution to homeowners with fees (coordinate with President & property manager). Homeowner return deadline is March 31.
2. Assign slips to homeowners. Pick up list of homeowners who have paid for a slip from Sim & Thorne and then assign slips. Keep maps of slip assignments. This job is the most time consuming of all the Harbor Master duties. Probably taking 10-20 hours of time in April depending on number of moves to be made. Complete by May 1
3. Contact person with Sylvan Lake Sailing Club. Determine the number of slips and location of slips leased by SLSC. **Complete by May 1.** Part of Negotiating Committee to determine lease with SLSC. **LEASE TO BE RENEWED EVERY 5 YEARS.**
4. Ensure that early in the calendar year SLSC has provided a list of dates to book the Yacht Club (as per SLSC/MBHOA lease) and pass dates on to June Moger for booking.
5. Arrange for repair and maintenance of docks and diving platforms. As needed.
6. Arrange for the installation of buoys in spring and removal of buoys in the fall. **Complete by May 1 & Oct 15.**
7. Work with President and Sim & Thorne to coordinate issuing of keys and collection of fees. **MAY 1 deadline**
8. Maintain a record of homeowner's boats and slip assignments. Ongoing.
9. Issue stickers for boats and trailers. **AGM**

**10.** Work with Sim & Thorne when rekeying of locks. As needed. **COMPLETE BY AGM** as re-keying is historically done AGM weekend.

**11.** Work with rest of the Board/ marina maintenance contractor to assess dredging requirements for marina. Spring and fall.

**2007-10-26**