

## **Docks Committee Charter**

### **Purpose/Scope**

The Dock Committee shall maintain, remove for winter and install in the spring all Docks, Dock related equipment, and Kayak Racks owned by CTA. The Docks Committee also oversees the process for assigning Dock and Kayak space to CTA members and ensure all members utilizing Dock and Kayak space adhere to all CTA rules and regulations.

### **Committee Guidelines (common for all committees):**

- Meetings will be held on a monthly basis during May through September, and, then, as needed and in a place chosen by the committee in the course of their meetings.
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc.).
- Quotes over \$500 must be presented to the CTA board for approval.
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

### **On-Going Tasks:**

- Arrange for winter removal/spring installation of all Docks and Dock related equipment (through Dock vendors). Provide communication to boat owners regarding opening and closing dates.
- Maintain all Docks, Dock related equipment, and Kayak Rack owned by CTA.
  - Assess the integrity of all docks, stringers and rub rails. Replace docks and rub rails as needed.
  - Assess the integrity of the Kayak Rack. Repair, replace and stain as needed.
  - Maintain Swim platform: Repair or replace swim platform, diving board, and slide, as needed.
  - Check pins on dock/stringers on a weekly basis (new pins are located under clubhouse – order more as necessary)
  - Remove Milfoil, if necessary, around docks.
- Verify Dock Usage Compliance
  - Gather all current registrations from boat owners using docks (CTA insurance requirement).
  - Verify with Treasurer to make sure that all people using slips or kayak rack users are members in good standing.
- Assign Dock Slips
  - Email to boats owners using community docks.
  - Post at clubhouse bulletin board and on CTA member invoice/receipt.
  - Post on website???
- Assign Kayak Rack Spaces
  - Email to community regarding need for Kayak space
  - Post at clubhouse bulletin board and on CTA member invoice/receipt.
  - Post on website???