

Boat Yard Committee

This committee was established to manage the boat yard which is a joint responsibility of the Brandywine Owners Association and the Brandywine Bay Association.

Charge/Objective

This committee's responsibility is to manage the boat yard including maintenance of the waiting list for spaces, collection of the annual fees, and maintenance of the boat yard property.

The checking account for the joint boat yard is maintained by the BOA Treasurer with assistance from the BBA Treasurer.

The tasks or duties of the Committee are as follows:

- Prepare a Budget for Coming Year (October)
- Prepare a Letter for Annual Renewal
- Prepare a Blank Usage Form
- Mail letters and forms for renewal to all current renters (Oct. 31)
- Purchase New Lock and 110 keys (change 1st week in January and exchange keys)
- Receive Payments for renewals by **Jan.15** and deliver to the treasurer. (To be deposited in a joint account BOA/BBA)
- Complete all required paperwork for rental spaces and maintain a current file.
- Send eviction notices to all unpaid renters.(**Jan 15**)
- Make appointments to remove stored items.
- Have item towed to a third party storage lot if owner does not respond in a timely manner.
- Maintain a waiting list for vacant spaces and fill vacancies from the list on a first come/first served basis when possible.
- When the available space will not accommodate the next item, proceed down the list until a fit can be found.
- Require renters to move to another space when it is necessary to fully utilize the space.
- Request bids for all work to be performed. (If cost does not exceed budgeted amount, Board approval is not needed)
- Require all bidders to have Worker's Comp Insurance or signed statement that there are no employees other than themselves in their business.

- Submit all invoices to the treasurer for payment.
- Maintain a list of renters containing name, address, stored item description, a copy of registration and contact information.
- Audit 3X per year to assure items are correctly registered, current on licenses and moveable.
- Contact the Carteret County Sheriff's office in the event of theft or damage.
- Know how to operate the video surveillance equipment.

Membership, Method of Appointment

The BOA Board recruits and approves a chairperson for the Committee. The chairperson, with the assistance of the Board, recruits other members of the Committee.

Chair

The chairperson is appointed by the BOA Board.

Meetings

The Boat Yard Committee should meet as deemed necessary by the chairperson.

Reports

A written report of the Committee's monthly activities and future plans should be provided to the BOA Board prior to the Board's business meeting.

An oral report on the committee's monthly activities is given at the monthly BOA membership meeting. Also, a written report should be submitted to the BOA Secretary so that it can be accurately entered into the minutes.