**Summer Letter - 2021 Prime Time Reminders and Guidelines**

Summer is officially here and it is coming in with a record breaking Heat Wave.  Hope everyone finds a way to stay cool.  We are excited to have Seth and Anita back and ready to move into our busy primetime season.  Please review the following and share it with your adult children and guests.  We all love going to Decatur but are a community so it helps when we all operate from the same point of reference.  Please don’t hesitate to reach out to the BOT or Seth and Anita if you have any questions.

Have a great summer season!

2020/21 DHBA BOT

**Quick updates….**

**Vehicles -** No outside vehicles are allowed on the property.

**Cleaning -** Please make arrangements directly with Anita and bring cash with you for payment.

**Wifi -** Reminder to those working from Decatur.  We share 20 Mbps for 8 cabins (all members, guests, and the caretakers) so it will be good for email but likely not good for video meetings, streaming, etc.

**INTERNET PASSWORD will be changed periodically.  Current password will be posted in the cabins.**

**Parking -** There is street parking and longer term parking can be purchased thru the Skyline Marina office.

**Shared child equipment inventory-** 1 jogging stroller, 2 high chairs, 2 portable cribs and 1 bouncy seat.

**Buoys** - In 2019 all buoy's were checked and adjusted.  Please let Seth and Anita know if you will be bringing your own boat out so that they can help coordinate which buoy to use based on your boat size and the others that will be on the Head at the same time.

**1 & 2 – up to 24’**

**3 & 4 – up to 34’**

**5 & 6 – up to 36’**

**7 & 8 - up to 24’**

**Fireworks** - fireworks of any kind are NOT allowed on the Head.

**Payments** - We do not have a mechanism for accepting cash for DHBA fees.

**Dock** - Reminder… We have limited dock space so the dock is to be used for temporary parking (loading and unloading only).  For any longer periods of time, boats should be put on a buoy.

**Caretaker Flex time -** The BOT works with Seth and Anita to prioritize work and review progress but their daily schedule is theirs to manage.  They will not always be working 9-5 especially in the summer months when there are evening boat runs.  A white board is outside the office noting their personal time and any other changes.

**Caretaker days and time off**- Seth and Anita will often take their days off on-island (Monday evening thru Thursday morning) and have their non-working hours during their work week on the Head.  Please respect their privacy in these times and only interrupt them in emergency situations.  This includes calling them on their mobile phones on their days off.

**John Deere Gator** - Seth and Anita purchased a Gator for personal use.  This is their personal vehicle so it is not available to the membership.  They did this to allow for their personal mobility on the island and to keep the truck available to the membership in their off time.

**Caretakers’ Normal Office Hours: Thursday–Monday 9 AM -5 PM (but will adjust based on work priorities like boat trips)**

Changes to days off will be posted on the DHBA calendar but hours will be posted in the office.

**Cabins not in use -** Please do not use cabins that are not in use including the restrooms.

**Boat** - Please work with Seth and Anita to coordinate trips on the Straight-a-Head.

**Island Express and Paraclete** - Have agreed to offer us the contractor rate of $38 per person. The Island Express has a shallower draft and therefore greater tidal range to come to the dock than Paraclete.  Please check in advance where they will be able to drop you as dock arrivals will lessen the load on the caretakers and reduce truck trips for caretakers to the ramp. Both water taxis have the same rate and DHBA has accounts so let them know your name and to bill DHBA.  Anita will include the charge on your usage invoice and will pay Island Express once monthly after reconciling their billing cycle invoice

**Drone**s – If you are planning on using a Drone while on the head, please be respectful of other members, guests, islanders, and the caretakers privacy while being conscious of the noise, time of day, and quantity of time they are being used.

**Trash removal** - When departing the island, please respect the fact that the dumpster at Skyline near our boat is small. Please take your recyclables home with you. We have a can crusher on the locker shed and a compost bin-these two things should lighten the load.

**Truck use** - Please schedule using the book in the cab of the truck.

**Reminders:**

**\* If you have not used all of your prime time reservations,** you can book time further than 30 days out (up to 3 prime time visits)

**\* End of season purge.** Please label all items.  If not clearly labeled, it will likely get purged at the end of the season.  This includes skiffs, engines, gas cans, crab pots, buoys, etc.

**\* Fire Safety:** fires require **adult** supervision at all times and **hoses must be charged**.

**\* No fireworks/sparklers** of any kind allowed on Decatur Head.

**\* Fire Pumps** are located between cabins 1 & 2 and cabins 5 & 6.

**\*** Respect the rights of others on Decatur Island by **not trespassing** on others’ property.

**\* Do not use other members’ or caretakers’ equipment** or **enter other’s cabin** unless invited by that person to do so.

\* Animals must be under owner’s immediate control at all times. **Pick up the poop**!

\* **Beach driftwood** - Only burn driftwood that is smaller than your arm.

\* **Move boats from the dock after unloading**

\* **Label all equipment** (crab pots, skiffs, oars, etc.) with your name.

\* Per All Member Annual Meeting announcement, **unlabeled items will be discarded this Sept. and the shared freezer will be turned off Oct.1 (contents thrown out).**

\* When Board members are vacationing on Decatur, please let them take a break from DHBA work (except in emergency). Instead, **use email to contact Board members** with questions, problems, or suggestions (phone call if urgent or no email).

\* **For members who clean their own cabin**, there is a **cleaning checklist,** which must be used. Please **take care** to **ensure that dishes are very clean**.

\* Tents are allowed on the head only for children and are not intended to extend the cabin capacities.

*Please  ensure everyone in your party knows the norms of Decatur Head. Members are responsible for their guests’ behavior.  Review caretaker responsibilities, septic tank and fire safety rules, plus locations of fire hoses and extinguishers.  Please be courteous if you or guests are reminded by members or Caretakers about DHBA expectations. Each cabin has a notebook containing the Bylaws and further details regarding norms and rules.*

**Guidelines:**

1. Check out time is 12 noon & check in time is 2 PM.

2. Boat Trips - The time that you request a boat trip is when the boat leaves the slip, not when you arrive at the marina. Summer tides cause the boat to run many trips back-­to-­back. Seth and Anita cannot wait without impacting others. Please have your luggage already down by the water’s edge so loading can be quick. If you are not using the **Strait a'Head**, notify Seth an Anita well in advance when and where you arrive, and if you need the truck at that location. Email is best if done in advance.

3. If there is a problem with your pick up time, call Seth 315-591-8881.

4. ALL children 10 and under MUST have a life jacket while on docks & boats.

5. If you clean your own cabin, please follow the cleaning checklist in each cabin. Leave it how you’d like to find it. The Caretakers are required to charge a 2-­hour minimum ($25/hr) if a cabin needs added cleaning after you depart.

**6.** Cleaning - Coordinate with Anita if you would like your cabin cleaned.

7. Please cover mattress covers with a sleeping bag or sheet & please strip mattress covers off if they are soiled.

8. **DHBA’s boat, truck, wireless internet access, other assets and/or caretakers’ time may only be used by members and guests (+ their visiting adult children/guests) when staying on the Head**.

9. Please **have your dogs under your voice or leash control at ALL times so they are not disturbing others or pooping unattended as they wander away from you or your children to go back to your cabin.**

10. Pans, dishes, a mattress or furniture go back where they started if moved.

11. Please turn off lights & heaters when possible, especially outside lights when retiring for the evening. This permits the night sky to be enjoyed by all.

12. Mice are a challenge. Keep cabins as free of food debris as possible. Remind children to throw wrappers in the garbage. **Sweep kitchen floors, empty your inside garbage into big outdoor -­ covered -­ cans at night to stop midnight ‘feasts’**.  Please keep the potholders on the wall so mice can’t nibble on them!

13. The kitchens have non-stick cookware. Bar Keeper’s friend works well to get pots and pans clean. Please don’t use any metal on the non-­stick pans.

14. Please do not put BBQ’s on the deck; it is a fire risk plus damages the wood.

15. **Fire pits can be no larger than 2 feet in diameter according to the fire code.** Please keep cabin hoses charged and near fire pits if you have a fire burning. If it is dry, wet the area around fire pits. NEVER leave the fire unattended. FIRES MUST BE SUPERVISED BY AN ADULT AT ALL TIMES. Very dry summers often cause bans against outdoor fires. Caretakers will post any ban notices outside the locker shed.

16. Use small pieces of driftwood for outdoor fires. Split logs for the cabin fireplace. It is essential that larger pieces of driftwood remain on beaches to avoid costly and dangerous erosion of DHBA shoreline. DO NOT REMOVE ANY PIECE OF BEACHWOOD LARGER THAN A MAN’S ARM. **Our beach wood is not to be taken for any reason except for Decatur Head outdoor fires.** If you see others taking larger wood, remind them of our rules to protect our Head from expensive erosion.

17. Candles and fireworks of any kind, including sparklers, are banned -­ always.

18. DO NOT burn garbage in the cabin or outdoor fireplaces. Haul it out!

19. Remember to empty the outside garbage can if you use it.

20. You may use the telescope in the locker room. Please return daily.

21. We have 2 porta-­cribs, 2 highchairs, a baby bouncy seat, and 1 jogging strollers. Please reserve with the Caretakers beforehand. CLEAN and return to appropriate spots when you are done using them.

22. Please DO NOT put paper products of any kind or produce stickers in the compost bin . One of the compost bins is outside locker room. The other one is located near cabin #2 on the drive. Caretakers will change daily.

23. If you are doing craft projects that involve paint and glue, please bring newspaper for covering the tables. Extra paper is in the locker room on the bench.

24. If you bring magazines to the Head to leave, take home an equal number of older magazines when you go so there aren’t stacks of old magazines everywhere.

25. If you have a boat, motors, gas cans and crab pots, PLEASE mark them with your name (arrange to have that done if you are not visiting). **We will continue to remove those that aren’t marked or that do not belong to current DHBA members.**

26. All unclaimed and unmarked materials in the storage shed will be disposed of if not marked by end of prime time.

27. The members voted to have the members’ freezer plugged-­in only from May to September. (Electricity on Decatur is expensive.) Remove all items before Sept. 15.  Remaining items are discarded when the freezer is cleaned and unplugged Oct. 1.

28. Septic: Each cabin has a separate septic tank and drain field. The septic system depends on bacterial breakdown of waste and can only handle specific materials—body waste and plain toilet paper. The system depends on settling time; the less water you use, the more effective it is in processing waste.

29. Provide methods for disposing of tampons, baby wipes, tissues, kitchen waste and grease; don’t put them in the toilet or down sinks. Bringing some small zip-­lock bags for the bathrooms is a good strategy. Never flush medications. Also**, bleach, bleach products, or caustic drain cleaners kill the bacteria septic systems need to work**. We provide safe cleaning products in the cabins. Chemicals or fragrances flushed

down the toilet or used in the washers or sinks will not be degraded by the bacteria, will pass into the soil and then Davis Bay.

30. In the office is a **first aid kit** and an **external defibrillator.**

**See Blue Book for further information and guidelines**.

THANK YOU in advance for helping to keep Decatur Head a great place for all of us to

visit.  We hope you have a wonderful summer!

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| **2020/21 DHBA Board Members** |   |   |
| *Name* | *Role* | *Email for DHBA* |
| Bryce Kisker | President | Bryce Kisker <dhbapresident@gmail.com> |
| Kerri Donovan  | VP / Reservations | Kerri Donovan <kerrih12@gmail.com> |
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| Chris White | Secretary | Chris White <chriswhiteinc@gmail.com> |
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