

## Summer Letter - 2022 Prime Time Reminders and Guidelines

Summer 2022 is shaping up to look like a sense of “normalcy” is returning to the Head! We have a full calendar of reservations, no block out days, and member use of the truck, we are ready! In addition, look out for email updates regarding fire/emergency training on the Island. For more educational opportunities, we will have a few dates for fish seining later this summer through Kwiaht, a scientific organization based on Lopez Island. Those dates will be determined as the summer progresses.

DHBA now has 5 skiffs, see below list, for member use. Four of them are located on the bank near the flagpole and have the oars underneath. The 8’ Livingston Calypso skiff is kept on the dock for member’s convenience. Please keep in mind that these skiffs are generally for members that don’t have their own skiffs. Please use yours if you have one. The bank to the north of the dock is to be kept clear of skiffs. This area is a low point and does not have secure anchoring during high tides.

<b>Boat Type</b>	<b>Color</b>
12ft seanymph	Silver
8 ft Livingston Calypso	white
12’ Lund	red
12ft Harborcraft	blue
8ft walker bay	white

Please review the following and share it with your adult children and guests. Also let your guests know that accessing Decatur Head property can be somewhat physically challenging. Remind them, should there be a medical emergency, that there are no medical facilities/personnel on island. If your guests/family cannot navigate the dock, or rough terrain they might want to consider another venue. As always, please don’t hesitate to reach out to the BOT or Seth and Anita if you have any questions.

Have a great summer season!

2021/2022 DHBA BOT

Reminders:

**Vehicles** - No unauthorized vehicles will be allowed on the property without prior approval.

**Cleaning** - Please make arrangements directly, in advance, 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 at the marina and longer term parking can be purchased thru the Skyline Marina office.

**Buoys** – Please use the appropriate buoy. See below for ratings based on buoy location/type.

**1 & 2 – up to 24'**

**3 & 4 – up to 34'**

**5 & 6 – up to 36'**

**7 & 8 - up to 24'**

**Dock etiquette-** Please use the dock for unloading/loading only. If you are anticipating being longer than 30 minutes, or are making repeated pick-ups, please pull your boat around to the inside of the T-dock. Otherwise, please tie off to your 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. 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** 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.

**Island Express and Paraclete** – Island Express has agreed to offer us the contractor rate of \$40 per person. (a slight increase from last year's rate) Children 3-12 are \$35 and under 3 are free. The Paraclete fees are as posted on their website. Although they are a few dollars less the Island Express has a shallower draft and therefore greater tidal range to come to the dock than the 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. When traveling on these water taxis, notify them that you are DHBA members. Anita will include the charge on your usage invoice and will pay Island Express/Paraclete once monthly after reconciling their billing cycle invoice

**Drones** – 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. **Please be mindful of your pet waste!**
- **Beach driftwood** - Only burn driftwood that is smaller than your arm.
- 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).
- Tents are allowed on the head only for children and are not intended to extend the cabin capacities.
- There is and AED (**automated external defibrillator**) located in the office. **Recorded instructions for the use are very clear, once the box is opened.**

*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. ALL children 10 and under MUST have a life jacket while on docks & boats.
3. If you clean your own cabin, please follow the cleaning checklist in each cabin. Leave it how you'd like to find it. Please wash your dishes and put them away. The Caretakers are required to charge a 2-hour minimum (\$25/hr) if a cabin needs added cleaning after you depart.
- 4 Please cover mattress covers with a sleeping bag or sheet. Notify caretakers if you notice soiled mattress pads/pillow covers.
5. **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.**
6. Pans, dishes, mattresses or furniture go back where they started if moved.
7. 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.
8. 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.** Please keep the potholders on the wall so mice can't nibble on them!
9. If a burn ban is in effect (it will be posted) please respect that ban and do not use outside fires.
10. 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.
11. Please do not put BBQ's on the deck; it is a fire risk plus damages the wood.
12. **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. Summers often cause bans against outdoor fires. Caretakers will post any ban notices outside the locker shed.
13. 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.
14. Candles and fireworks of any kind, including sparklers, are banned - always.
15. DO NOT burn garbage in the cabin, or outdoor fire pits. Haul it out!
16. Remember to empty the outside garbage can if you use it.
17. 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.
18. Please DO NOT put paper products of any kind, or meat in the compost bin. One of the compost bins is outside the locker room. The other one is located near cabin #2 on the drive. Caretakers will change as needed.
19. 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 under the bench.
20. If you bring current 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.
21. 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.**
22. All unclaimed and unmarked materials in the storage shed will be disposed of if not marked by end of prime time.

23. 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.
24. 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.
25. 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.
26. 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!

### **2021/2022 Board of Trustees**

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