**2016 Prime Time Reminders and Guidelines**

Welcome to another Prime Time season at Decatur Head. The BOT is excited for our new Caretakers and looking forward to a nice summer. The following are some reminders and guides to make everyone’s visits pleasurable. Seth and Anita have settled into the role and Island nicely. Please introduce yourself and make them feel welcome when you visit for the first time and have some patience as they work through their first busy season.

To help things run smoothly through the busy season, please review this document and ensure everyone in your party knows the norms of Decatur Head. Members are responsible for their guests’ behavior. Review 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. Hope your visit is wonderful!

**Decatur Head visitors: INTERNET PASSWORD IS: gonefishing**

**Caretakers’ Normal Office Hours: Thursday–Monday 9 AM - 7 PM (except Mondays till 5 PM)**

Changes to days off will be posted on the DHBA calendar. Please respect the Pratt’s peace and privacy, on their days off. They will not always be leaving the island on their days off. You may enter the office at any time. Please do not enter their home unless invited. Depending on tides and day light hours, there will be some flexibility running the boat outside these hours. Please inquire with Seth or Anita with your requests. As always, make other arrangements for boat or truck transportation during Caretakers’ time off.

**Reminders...**

**\* There are Openings in June and July,** please check the online calendar to book additional time or visits

**\* If you have not used all of your prime time reservations,** you can book time further than 30 days out (up to 21 days of prime time)

**\* Buoys have not been inspected. Please use at your own risk**

**\* 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, 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. **Training every Monday** in summer.

**\*** 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 pick up the poop, dispose of it in your garbage, and take with you at the end of your stay.**

\* **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).

\* **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 next to your cabin and are intended only for childrens use and are not intended to extend the cabin capacities.

\* Please do not put your garbage in the cans at Washington Park. Please take to your garbage home with you.

**Guidelines:**

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

2. The time that you request a boat trip is when the boat hits the beach to load, not

when you arrive at the Park. Summer tides cause the boat to run many trips back-­to-­

back. Seth 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

Shooter, notify Seth / 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.** To pay for cleaning: The Pratts may provide cabin cleaning for $60 for large cabins and $45 for small cabins, if they want to (are not required to.) Please ask the Pratts several days in advance. Dish washing is not included. Members must wash & put away dishes. **Members will pay the Pratts directly for any cabin cleaning.**

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’**.

Put pot holders back in plastic containers;; close lids 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 in the Office.

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 1 porta-­crib, 1 highchair, a baby bouncy seat, a jogging stroller and a

baby’s play station. 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. Compost can be put in the 5-gallon bucket with a lid that Seth will take up to the new Compost bin up by the tennis courts 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 with Epi pens.**

**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!

Your 2015/16 Board of Trustees

|  |  |
| --- | --- |
| **2015 / 2016 DHBA Board Members** |  |
| *Name* | *Role* | *Email for DHBA* |
| Bryce Kisker | President | Bryce Kisker <dhbapresident@gmail.com> |
| Nancy Stevens  | VP | Nancy Stevens <ngstevens52@gmail.com> |
| Kathleen Kelley  | Treasurer | Kathleen Kelley <triosan@gmail.com> |
| Catherine Peng | Secretary / Reservations | Catherine Peng <clpeng62@gmail.com> |
| Jon Claus  | Boats, Dinghies, Docks, Buoys | Jon Claus <jonclaus50@gmail.com> |
| Stephanie Murphy  | Facilities | Stephanie Murphy <smurph5@live.com> |
| Duke Campbell | Task Force | Duke Campbell <roadduke@aol.com> |