



CONTRACT and DECOMMISSIONING INFORMATION

Dear Slipholders and Winter Storage Customers,

Attached please find a copy of your application and contract, along with your decommissioning work order form, updated rate sheet and Haven Harbour Marina Resorts rules and regulations. **To reserve your slip and winter storage space, please promptly return your signed contract and decommissioning work order form.**

CONTRACT RENEWAL INSTRUCTIONS

1. Please review the contract and correct any missing or inaccurate information on the application.
2. Please return your signed contract by PDF email to Laura Hermann at laura@havenharbour.com.

Winter is a great time for scheduling work on your vessel. We have the space, time and professional manpower to tackle those jobs that would normally take away from your on-vessel summer experience. Again this year, the skilled team at Haven Harbour Yacht Services has received top honors throughout the greater Chesapeake Bay region. Our service team will be tracking all work order details daily.

Our team of experienced technicians, most ABYC-, ABBRA-, NMEA-, Yamaha- and Mercury-certified, are prepared to answer your outboard service and re-power, painting, fiberglass, electronic, electrical, mechanical, air-conditioning, refrigeration, carpentry, refitting and/or complete rigging needs. For more information about our team and what we do, please visit havenharbour.com/service.

Now is the time to plan any repair and/or upgrade work you would like completed this winter, as our schedule is already being filled. Please contact our service team with your work order details, and be sure to fill out our comprehensive winter service questionnaire at havenharbour.com/winter.

For our winter storage customers, please take note of the do's and don'ts of winter storing with us:

1. **Preferred haul-out/launch date.** Please try to be as specific as possible with this information as we base our haul-out/launch schedule and vessel placement upon this information. *The last to hauled-out in the fall are the first to be launched in the spring. Please choose a Monday for the week of, we must have a date specified on the form.*
2. Your diesel tank needs to be topped off and stabilizer added to prevent costly fuel system problems next spring. As gasoline now contains ethanol, it will be best to leave the tank as empty as possible and add non-alcohol-based stabilizer, or if the tank is partially full, top it off and add the stabilizer.
3. The holding tank needs to be empty and the head winterized.
4. The plumbing system on the boat needs to be drained and winterized.
5. The engine oil and filter should be changed in order to remove harmful acids or moisture that could damage internal engine parts during lay-up. For those doing their own work, please be sure to place waste motor oil in sealed plastic containers in our various collection areas. Be sure to ask about our oil analysis service.
6. The transmission oil should also be changed to remove harmful acids.
7. The protection level of antifreeze in fresh water-cooled engines should be checked and adjusted.
8. The raw water system of your engine needs to be protected with environmentally safe antifreeze, as required by law.

9. If your vessel is wet winter storing, we require the monthly monitoring of battery conditions and electrolyte levels. Be sure to ask about our monthly bilge and battery check service.
10. If your boat is equipped with a generator, it needs to have the oil and filter changed and the cooling system winterized.
11. If your boat is equipped with air conditioning, this must be winterized.
12. If your boat has been stored for several years with the mast up, you may want to consider unstepping the mast to inspect the rigging or to install new equipment. Boats with mast steps that have not been inspected within the last 5 years are potential safety risks.
13. All wet stored boats must have cockpit covers to shed snow and ice. We can install a 2" X 4" boom extension and a canvas or plastic tarp to "tent" the cockpit. We can also shrink wrap your vessel.
14. Any system that needs repairs should be diagnosed while the boat can still run. It is a good idea to have our mechanical staff sea trial your boat prior to lay-up to identify any potential problems which would be best addressed over the winter. Please indicate any special items you would like investigated prior to winter storage.

As is our policy, we cannot allow any open air sanding. Remember that we are a dustless sanding yard, meaning that *absolutely no* bottom paint dust or chips can enter the ground area surrounding your vessel. If you plan to do extensive bottom prep work this winter or spring, please specify on the enclosed decommissioning work order to have us lay tarp on the ground before we block your boat so that stands can be placed directly over of the tarp. This is mandatory. Do it yourself bottom prep, sanding and scraping must be done on "approved" ground cover tarps. As in the past, you cannot tie covers to the stands that are under your vessel. Our staff will constantly monitor these stands throughout the winter and adjust them as necessary.

Please be aware that wet winter storage does not include full-time electrical hook up. Wintertime electrical use, only while on board, is acceptable. However, no heating equipment will be permitted at any time that you are not onboard. Vessels that remain plugged in will be charged an additional electrical surcharge. *Please note: We do charge batteries on wet stored boats.*

Each January, we start a new hurricane haul-out list. Simply call or email us to be placed on this list. In the event of a named storm, and if management feels it necessary to initialize haul-outs, all vessels on the list will be hauled first in the order they were added. It is an event we certainly hope to avoid, but enact said precaution for the safety and wellbeing of your vessel. For more information, visit havenharbour.com/slipholder.

We thank you for your continued patronage and being a valued customer.

Sincerely,

Haven Harbour Marina Resorts Team