

February 18, 2010

Re: Launch Letter

Dear Bowleys Member:

Enclosed is your 2010 Launch Packet which includes the Launch Request Form, Launch -Work Order, Paint Price List and Launch Authorization Form. Please read thoroughly, fill-out and return to the office by April 30, 2010.

Please fax Launch Request Form to 410-335-5478. You may also submit this form electronically via the marina's website, www.bowleysmarina.com . (Click FORMS then **Launch Request Form**)

Please use the below checklist for your convenience when the following have been supplied to the office (please check with office if you are unsure if previously submitted documents are current) -

- ___ A completed, signed and dated **2010 Launch Request Form** (Submit via fax, mail or website)
- ___ A completed, signed and dated Clean Marina Agreement on file in office (Submit via fax, mail or website)
- ___ **Current** Certificate of Insurance on file with minimum **\$500,000 liability (Bodily Injury/Property Damage)**
- ___ Copy of USCG Documentation and/or State Registration and State Title on file
- ___ Account is current (paid in full)
- ___ **Launch Authorization Form** – (Submit via fax, mail or website) - To be completed by vessel owner when all spring commissioning work is complete and vessel is **READY** to launch.

*****Vessels will not be launched until a Launch Authorization is received and Account is current*****

The office is currently taking work orders and invites you to call and discuss any work which you would like the Marina to perform. Please submit the enclosed work order via fax or you may submit electronically via the website. (Click FORMS then **Launch – Work Order**)

The store will continue to carry everyday consumables. For non-stock items, we are able to order most any item with next day delivery. (48 hours notice would be appreciated) Please consider using us to order all your materials. I believe you will find our prices very competitive and you will have the convenience of delivery to the Marina. You will also be fiscally supporting the Marina which will help defray ever rising costs. Call today and we'll be happy to supply price quotes.

Please **DO NOT** put shrink-wrap in the dumpsters. As in years past, there will be a designated area behind the Chandlery for the recycling of shrink-wrap. Please assist us in recycling.

As a friendly reminder, please abide by the marina's environmental rules. The EPA requires the use of tarps or filter cloth for all sanding, scraping and painting of bottoms. The ground under and around your vessel should not be discolored by sanding or scraping particulate. Filter cloth, which is less expensive than a tarp, may be purchased in the office. If you need assistance or have questions, please contact the office. Please ensure that you have submitted a CLEAN MARINA AGREEMENT to the office. If you have not submitted an agreement in the past, please do so now, either on the website or stop by the office.

Launch Letter 2-18-10 (cont.)

The water will be turned on April 1st. Please do **NOT** use the sinks in the laundry or restrooms to clean up paint brushes, tools and/or other boat work materials. Use the outside sink and faucets located by the shop.

Remember that when your boat is launched, the staff secures it in your slip according to the current weather conditions and tide. Upon notification of launch, **YOU ARE RESPONSIBLE FOR CHECKING YOUR BOAT AND ADJUSTING YOUR LINES.** Members who own stands and store them off-site, please pick them up as soon as possible following your launch. Note this on the Launch Forms and Authorization.

ATTENTION TRAILER AND DINGHY OWNERS:

Enclosed you will find a two-sided sheet regarding dinghy and trailer requirements/guidelines. Please review this sheet and submit to the office.

ATTENTION BICYCLE OWNERS:

Bicycles will also be issued stickers at **NO CHARGE**. These will allow Marina staff to contact the bicycle's owner at the end of the season and determine if the bike is wanted or if it may be discarded. All bikes that are no longer wanted by the owner will be donated to local charities.

ATTENTION RENTERS:

If you are a RENTER and have not renewed your contract, please contact the office immediately. If not renewing, your contract expires March 31st and commencing April 1st, you will begin accruing storage fees. Storage fees with no contract are \$1.75/ft per day. (Call today and inform the office if you are not renewing.)

Please call the office with questions or concerns @ 410-335-3553.

Sincerely,

Ed Harwood
General Manager, Bowleys Marina Inc.