



The Oregon Yacht Club Ltd.

Extended Absence Notification

The Oregon Yacht Club's Moorage Rules require that shareholders absent from the moorage for over 30 consecutive days obtain a caretaker to oversee the safety of their property. The purpose is to ensure that proper arrangements have been made for safety and emergencies. This form should be submitted to the Board naming the caretaker and the approximate length of your absence. It would be a good idea to submit the form whenever you will be gone for more than a few days. The reasons for providing this information are:

- OYC may need to contact you in case of an emergency
- OYC may need to access your home in case of an emergency
- Your neighbors should know the identify of those who have authorized access to your home

Caretaker Guidelines

Please make sure your caretaker is familiar with the Moorage Rules. In particular make sure that caretakers know the following about your home:

- Location of the water shut-off valve
- Location of the master electrical switch
- Location of the breaker box
- Location of the natural gas shut-off valve
- Phone numbers of the fire, police and all appropriate utilities
- Phone numbers of Board members that may be of assistance during an emergency
- Location of fire extinguishers

To Oregon Yacht Club Board:

I/we will be on an extended absence. The following person is responsible for the maintenance and safety of our home and will be able to contact us in case of emergency.

Caretaker Name: _____

Phone: _____

We will be gone from _____ date to _____ date

Shareholder Name Slip #