



## Guidelines for Filling out the Fall Decommissioning Form

The intentions of this guide are to aid in filling out the Fall Decommissioning Form. It is necessary that you fill out, sign, and return the Fall Decommissioning Form for us to do work on your vessel over the fall and winter. If you have further questions, please contact us via phone (508 255 0994) or email (info@areyspondboatyard.com, catherine@areyspondboatyard.com).

### Customer Info

---

Name: The Arey's Family Boat Type/Name: 16' Cabin Lynx/Cat Catcher

Please check here if you have new contact info: ☒

Phone: 508 255 0994 E-Mail: info@areyspondboatyard.com

Billing Address: PO Box 222 South Orleans, MA 02662

Please fill out your name, the type of boat, and the name of the boat. If you have new contact and billing information, please fill that out as well; otherwise, ignore the new contact info section.

### Desired Haul Out Date

---

**Desired Haul Out Date** Month/Day        /       

Please write here what day you would like us to haul your boat. We will do our best to haul your boat as close as possible to your selected date. However, if there is a pressing need to haul on an EXACT date, please note the reason in the "Customer Notes" section (e.g., Harbor closing for season, insurance, etc.).

### Tentative Spring Launch Date

---

**PLEASE READ CLOSELY: TENTATIVE LAUNCH DATES FROM THE FALL ARE NOT CONFIRMED LAUNCH DATES.**

**Tentative Spring Launch Date** Month/Day        /        /       

Tentative launch dates help us plan our storage and winter work schedule. Please choose a date as close to your desired launch date as possible. We do understand that things change over the

winter. Please keep us in the loop as best you can so we can plan accordingly. Please understand that we do our best to accommodate popular dates, but we will operate under a first-come, first-served basis in the spring.

### If we're picking up your boat, where is it located?

---

Please let us know where your boat is located. If your boat is located in Arey's Pond, please select the "in Arey's Pond" option. If your boat is located on a private mooring or dock, please select the corresponding option. In addition, please provide the location of your boat with as much detail as you can, especially if you are a new customer to us. If the first two options don't fit your needs, please select "Other" and expand with details in the space provided. If you intend to bring your boat to us, please choose the corresponding option and note if you'll be bringing it by water or by land in the "Other" section above.

#### *If we're picking up your boat, where is it located?*

- ☐ in Arey's Pond
- ☐ On a private mooring or dock. Location:
- ☐ Other:
- ☐ I'll bring my boat to you.

### Please select the down-rigging service that you would like this year.

#### Sailboats

---

#### *Please select the down-rigging service that you would like this year.*

- ☐ Down Rig Vessel Completely
- ☐ Other:

If you would like us to down rig your vessel completely, please select that option. "Down rig" means that we remove the sails, disconnect the halyards, wrap the mast for travel or storage, and put the rig into storage or where it's going to be stored. Please select the "Other" option if you'd like to proceed differently. An example of this would be if you prefer to take the sail off of your boat but want us to de-rig the spars.

### General Service and Finish Service Work

---

These sections will be broken down by each task and may have an additional guide for explanation.

#### *Please select the fall service that you would like us to do on your boat this year.*

*\*recommended annually*

##### *General Service*

- ☐ Environmental Power Wash \*
- ☐ Wash Sail/Cover/Cushions \*
- ☐ Clean Interior/Exterior \*

##### *Finish Service*

- ☐ Sand & Bottom Paint \*
- ☐ Compound (recommended every other year for gel coat hulls)
- ☐ Wax\*
- ☐ Maintenance Coat (varnish or cetol) – to all wood
- ☐ Maintenance Coat (varnish or cetol) – to specific area...*(specify)*
- ☐ Varnish Spars: Mast ☐ Boom ☐ Gaff ☐
- ☐ Paint Spars: Mast ☐ Boom ☐ Gaff ☐

## General Service

---

### Environmental Power Wash

#### Sailboats and Powerboats

Power washing your boat is highly recommended each fall. This removes any growth on the bottom of the boat and any salt residue that has accumulated over the season. Please

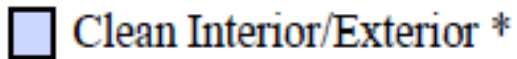
note, power washing can aid in the removal of bird excrement from your decks; however, the best line of defense is to clean throughout the season to prevent any staining. We offer environmental power washing using a concrete pad that captures the dirty water and strains any debris before being pumped through a recycling system for reuse. When we power wash, we apply a product to the topsides to remove any water stains and salt buildup, following up with a rinse. On the bottom, we remove as many barnacles and as much growth as possible, and then power wash. Power washing prevents damage to the hull, maintains performance, and prepares the bottom for paint, which is why it's recommended annually.

Please note: If you would like us to sand and bottom paint your vessel, it must be power-washed beforehand.



### Clean Interior/Exterior

#### Sailboats and Powerboats



The "Clean Interior/Exterior" is highly recommended annually to rid the boat of any dirt, salt, organic matter, or mildew that's accumulated during the season. The harsh environment of salt water, as well as the acidity of

bird waste, can degrade parts of the boat over time. A fall cleaning helps to prevent hardware from corrosion and maintain the condition of your vessel from year to year. This is also an option in the spring to remove any grime and mildew from storage (regardless of indoor or outdoor storage) and leave your boat in good condition at the start of the season. If your boat requires a deep cleaning due to bird excrement or other biomatter, appropriate fees will be applied. To mitigate staining and corrosion, we recommend cleaning your vessel from time to time while it's in the water.

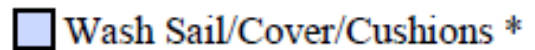
### Wash Sail/Cover/Cushions

#### Sailboats and Powerboats

We strongly recommend washing your sails and canvas each year. The "Three S's" - sun, sand, and salt - break down the fibers in sails and canvas, causing areas to wear and tear as well as shortening their lifespan.

Washing your sails and canvas helps remove harmful salt and grime, prevent mold and mildew, and maintain their overall condition. Washing also allows the canvas department to assess your sails and canvas for any necessary repairs.

Please note: If you bring your sail for us to repair, we will need to wash it to complete the repair, as salt and grime can damage the machines.



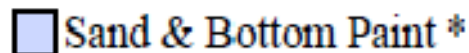
## Finish Service

---

### Sand and Bottom Paint

#### Sailboats and Powerboats

This is strongly recommended each year as the effectiveness of certain bottom paints wanes after a season in the water. To reduce the amount of growth on your boat during the season, this should be done yearly. For sailboats, especially, it is recommended every year to keep the centerboard functioning properly. Growth can get up into the centerboard trunk and inhibit the ability to raise and lower the board, which can become a safety issue. Sanding the board and applying a fresh coat of bottom paint helps mitigate this issue. A fresh coat of bottom paint each year prevents growth, protects your hull from damage, and optimizes performance.



After years of applying bottom paint, too much paint can build up, and your boat may need to be sandblasted. Over time, some parts of the bottom paint may also begin to flake off. As the paint flakes off, it exposes the underlying surface for growth to latch onto, making the bottom rougher and less hydrodynamic. You may want to consider sandblasting your bottom back to the base gel coat, providing a good surface for new paint. This will protect the hull and aid in performance. If you are interested in this service, please make a note in the "Customer Notes" section.

### Compound: APPLICABLE TO GEL COAT BOATS

#### Sailboats and Powerboats

☐ Compound (recommended every other year for gel coat hulls)



**Figure 1:** This is an example of a blue-hulled boat with gel coat that has oxidized over time.



**Figure 2:** This is an example of what it looks like after a compound and wax.

Compounding and waxing is a more involved process, using an abrasive compound that can help bring back color and shine to the gel coat and smooth minor scratches. This is applied with a

buffing machine and is more time-consuming than a basic wax. After we compound, we apply a UV wax to protect the gel coat from further UV damage. If you have a hull that is not white, over time, the UV radiation breaks down and oxidizes the gel coat, producing a matte and splotchy white coloring in areas. (See Figure 1 for the before and Figure 2 for the after.) This can occur on white hulls as well, but is sometimes less noticeable. We do recommend this service every other year to keep your topsides and gel coat in good shape; however, the process does remove a very small layer of gel coat, which is why we don't recommend compounding every year.

## **Wax: APPLICABLE TO GEL COAT AND AWLGRIP BOATS**

### **Sailboats and Powerboats**



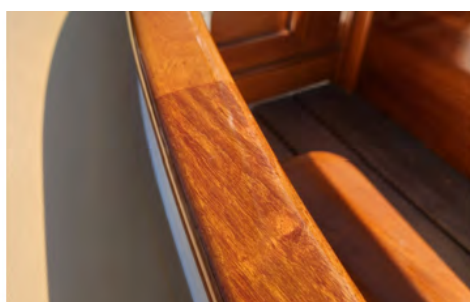
Wax can be applied to both gel coat and Awlgrip finished boats using their respective products and is used to protect against UV radiation. Most boats are gel coat; however, if you know your boat has been painted, it can be either Awlgrip or one-part paint. In these cases, we use a special product made specifically to protect these types of surfaces.

Waxing is recommended yearly to help preserve and protect your topside finish.

## **Maintenance Coat Options**

### **Applicable to any finished wood**

**IF YOU DO NOT REQUEST VARNISH OR CETOL WORK IN THE FALL, WE CANNOT GUARANTEE WE WILL BE ABLE TO ACCOMMODATE IN THE SPRING.**



**Figure 3:** The varnish pictured on the left has a shiny, clearer look to it. The Cetol pictured on the right has a matte brown tint to it.

**Varnish:** If your wood trim has a shiny, clearer look to it, it is most likely varnish.

**Cetol:** If your wood trim has more of a matte brown tint to it, it is most likely Cetol.

Varnish and Cetol are wood protectants that help prevent UV damage and water intrusion to the wood. Think of it like sunscreen for your wood. Please see Figure 3 to see the differences between the two to identify what's on your brightwork.

Before we return to filling out the form, please refer to the corresponding Appendix for an in-depth explanation of varnish and Cetol maintenance.

### **Maintenance Coat (varnish or Cetol) - to all wood**

#### **Maintenance Coat (varnish or cetol) – to all wood**

A maintenance coat typically involves a single coat of varnish or Cetol to maintain the finish on your wood. "To all wood" implies that it is to every surface of finished wood trim on your boat.



In most cases, all exposed wood will be addressed with this option, and if the more protected wood that is consistently covered requires a coat, it will be done as well. If you do not want every surface we determine necessary varnished or Cetolled, please choose the second option and specify what part of your boat you would like addressed.

☐ Maintenance Coat (varnish or cetol) – to specific area...*(specify)*

### Maintenance Coat (varnish or Cetol) - to specific area... (specify)

A maintenance coat to a specific area is a **single** coat of varnish or Cetol to a part of your boat. This could involve your rails, toe rails, coaming, centerboard trunk, benches, tiller, etc. You may find that to properly maintain your brightwork, some areas may demand more attention year to year than others. For example, rails and toe rails are typically exposed to the elements and can get beaten up over the season, and therefore, we recommend maintaining them yearly. The “interior wood” (coaming, centerboard trunk, benches, etc.) is typically protected by a cover when not in use, which helps prevent the degradation of varnish and Cetol. If you notice some yellowing, peeling, or exposed wood, you will most likely need more than a single coat of varnish to properly protect the wood. This especially would need to be addressed in the fall, as it is more time-consuming to build up multiple coats of varnish and Cetol.

## Varnish Spars

### Sailboats

This section allows you to choose which of your wooden spars you would like a ☐ Varnish Spars: Mast ☐ Boom ☐ Gaff ☐ maintenance coat done to: mast, boom, and gaff. You can choose all three to keep them on similar maintenance schedules, or you can choose whatever applies. To prolong the life of your wooden spars, we recommend doing this service every year or every other year. This work is typically done over the winter, which is why it does not appear on the spring form. If you would like more information regarding varnish work, please refer to Appendix .

## Paint Spars

### Sailboats

☐ Paint Spars: Mast ☐ Boom ☐ Gaff ☐

This section allows you to choose which of your painted spars (aluminum, carbon fiber, or wood) you would like to be painted: mast, boom, and gaff. This refers to a maintenance coat of paint on the entirety of the spar. If you would like us to touch up a specific spar in spots, please note that in the “Customer Notes” section.

## Engine Service

### Sailboats and Powerboats

Please fill out the make and model of your engine. For example, a small outboard may be written as “Tohatsu 4 HP 4 stroke engine” with “Winterize Engine” checked off. If you have an electric engine, please check off “Decommission Electric Engine,” specify the make and model, and include whether it’s inboard

### Engine Service

Type/Model:

- ☐ Winterize Engine
- ☐ Decommission Electric Engine
- ☐ Remove Battery/Batteries

or outboard. If you have batteries on your vessel and would like us to remove them to store for the winter, please check off the respective box.

## Mooring Service

Sailboats and Powerboats as applicable

---

### *Mooring Service*

- ☐ Haul Mooring. Location:   
☐ Inspect & Service Mooring, Paint Mooring Ball

If you are renting a mooring from Arey's Pond Boat Yard, you don't need to fill out this section. If you have a private mooring within Arey's Pond or offsite, please check off "Haul Mooring" and specify where your mooring should be located. Please check off "Inspect and Service Mooring, Paint Mooring Ball" if you're interested in this service. Some towns require the mooring to be formally inspected every so often. If your inspection is up, please select this option. We power wash moorings in the fall to remove any growth and salt accumulation. This helps mitigate corrosion and damage while they're in storage. We paint the mooring balls with bottom paint to prevent growth that can damage the balls; thus, this is recommended and done yearly. We do inspect moorings when we put them together in the spring, and we will replace parts if there is a safety concern.

## Dinghy Service

Sailboats and Powerboats as applicable

---

### *Dinghy Service*

- ☐ Clean Interior/Exterior ☐ Bottom Paint

As with your vessel, your dinghy should be cleaned in the fall to remove any salt, organic matter, or mildew that's accumulated during the season. If your dinghy lives in the water, we highly recommend bottom painting each

year. If your dinghy is onshore during the season, bottom paint isn't as necessary. Please select "Clean Interior/Exterior" and/or "Bottom Paint" as appropriate for your usage.

## How will your boat be covered this winter?

Sailboats and Powerboats

---

### *How will your boat be covered this winter?*

- ☐ Shrink Wrap ☐ Tarp ☐ Winter Cover ☐ Inside Storage/Not Applicable

Please let us know how you intend to cover your boat over the winter, even if you plan to do it yourself. If you would like your boat shrink-wrapped by us, please select "Shrink Wrap." Shrink wrap is a heat-shrinking, form-fitting, plastic covering that goes over a backbone to prevent weather and critters from getting into and on the vessel. If you would like your boat tarped by us, please select the appropriate option. Tarping uses a similar backbone as shrink wrap, with a tarp tied down to and under the boat. It is a less expensive option than shrink wrap, but doesn't form as well to the vessel and is a little less effective comparatively. If you own a winter cover and intend to use it, please select "Winter Cover." A winter cover is a waterproof, heavy-duty fabric cover that can be reused year to year. These are custom-fit to the vessel and are a more

reusable and cost-effective (minus initial investment) alternative to shrink wrap or tarping. If you are interested in a custom winter cover, please reach out to our canvas department. **If we are not covering your boat and you intend to cover it yourself, please note that in the “Customer Notes” section.**

Please note that if your boat is being stored outdoors during the winter, we typically do most of that work in the spring unless the scope of the work requires it to be addressed over the winter. This is why it is imperative to include **ALL** work you would like done to your boat on the fall form to the best of your ability. If there are additional items on the spring form that were not on the fall form, we will do our best to work them into the schedule.

If your boat is being stored indoors, please select “Indoor Storage/Not Applicable.”

## Please select where your boat and its components will be stored over the winter.

### Sailboats and Powerboats

*Please select where your boat and its components will be stored over the winter.*

*Vessel Please elaborate on items left with boat on following page, thank you!*

<input type="checkbox"/> Inside at APBY	
<input type="checkbox"/> Outside at APBY	
<input type="checkbox"/> at Customer Residence.	<input type="checkbox"/> APBY to Deliver. Location: <input type="text"/>
	<input type="checkbox"/> Customer to Pick Up

**Dinghy** ☐ Not Applicable

<input type="checkbox"/> at APBY	
<input type="checkbox"/> at Customer Residence.	<input type="checkbox"/> APBY to Deliver. Location: <input type="text"/>
	<input type="checkbox"/> Customer to Pick Up

**Engine & Battery** ☐ Not Applicable

<input type="checkbox"/> at APBY	
<input type="checkbox"/> at Customer Residence.	<input type="checkbox"/> APBY to Deliver. Location: <input type="text"/>
	<input type="checkbox"/> Customer to Pick Up

**Spars** ☐ Not Applicable

<input type="checkbox"/> at APBY	
<input type="checkbox"/> at Customer Residence.	<input type="checkbox"/> APBY to Deliver. Location: <input type="text"/>
	<input type="checkbox"/> Customer to Pick Up

**Sails & Canvas** ☐ Not Applicable

<input type="checkbox"/> at APBY	
<input type="checkbox"/> at Customer Residence.	<input type="checkbox"/> APBY to Deliver. Location: <input type="text"/>
	<input type="checkbox"/> Customer to Pick Up

These sections include: **Vessel, Dinghy, Engine and Battery, Spars, and Sail and Canvas.**

**Vessel:** Please specify where your boat will be stored over the winter: inside at Arey’s Pond, outside at Arey’s Pond, or at your residence. If you are storing your boat at your residence, please specify if Arey’s Pond is delivering it or if you are able to pick it up. Please note, due to the busy nature of the season and yard space, you may be charged temporary storage if boats are not picked up in a timely manner.

For the following sections, please fill out as applicable; if they are not applicable, please select “Not Applicable.” If your items are being stored at APBY, please select the corresponding option. If your items are being stored at your residence, please select “at Customer Residence” and then specify if we are delivering them or if you are picking them up. We try our best to gather your items together if you are picking them up. Please note that if your sails and canvas are getting



washed, they may not be ready for pick up right away.

## Customer Notes

---

### **Customer Notes**

If you would like to expand on any section above, please do so here. If there is something you'd like addressed in addition to the above categories, please elaborate as needed. **If you have extensive canvas or boatbuilding related work, please request in the fall decommissioning form as we may not be able to accommodate in the spring.**

## Signature

---

**IMPORTANT: PLEASE READ, SIGN, AND DATE TO VALIDATE YOUR SUBMISSION!**

### **Owner authorization for work order:**

I authorize and I agree to pay for all labor & materials required to perform the above described work. I understand appropriate fees and charges may be applied if A.P.B.Y. Inc. needs to address an item I have omitted out of concern for safety or proper function of the vessel. I grant A.P.B.Y. Inc. permission to operate boats & motors described herein for the purpose of testing & inspection. An express mechanic's lien is hereby acknowledged on boats & motors described herein to secure the cost of repairs to them. Please note, tentative launch dates MUST BE CONFIRMED on a Spring Commissioning Form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Items left with Boat:

### **Sailboats and Powerboats**

---

Please let us know what items you intend to leave with your boat in storage. We recommend owners keep portable fuel tanks, Torqeedo tillers, and Torqeedo Batteries. We recommend that tillers, rudders, and boom crutches be left with the boat in case they need to be serviced. If we do not have these items, we can't varnish them or bottom paint the rudder. Please note any additional items as well.

Thank you! Please email Catherine (catherine@areyspondboatyard.com) with any feedback for this guide.

# Appendix

## Varnish Work Explanation

---

Varnish and Cetol are wood protectants that help prevent UV damage and water intrusion to the wood. Think of it like sunscreen for your wood. Some types of wood, such as teak, are more resistant to rot than others and may not require varnish to protect them. Other types of wood, such as mahogany or oak, are more prone to damage and require a finish coating to last longer and prevent rot.

### Difference Between Varnish and Cetol

Most varnishes have a glossy finish, although there are a few types with a semi-gloss or satin finish, typically used for interior trim. Varnish typically requires 9 to 11 coats to properly protect the bare wood. For this reason, it can be more expensive to maintain over the years from a labor perspective.

Cetol has more of a matte finish and has a brown tint to it. It typically requires 3 to 5 coats to properly coat the wood. For this reason, it can be less expensive to maintain over the years from a labor perspective.



**Figure 4:** This is an example of what healthy varnish looks like.



**Figure 5:** This is an example of what healthy Cetol looks like.

### Healthy Varnish and Cetol

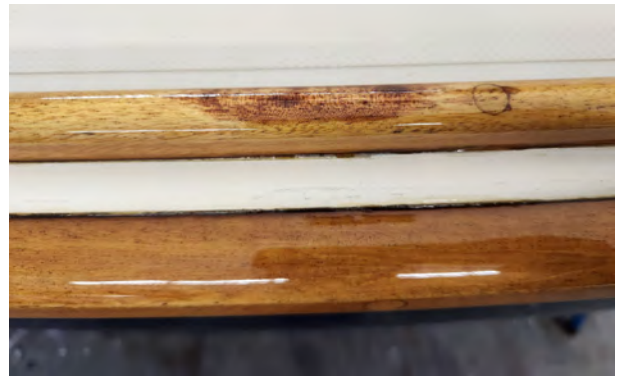
Healthy varnish has a shiny, clear look to it. The wood underneath keeps its color and has a thick coat of varnish. Please note that even with a healthy varnish, the color of wood tends to fade over many years in the sun. In addition, there are few to no dings or dents, and few to no bare wood spots. This is the type of circumstance that warrants a single maintenance coat. Please see Figure 4 for an example. Healthy Cetol maintains its matte look and has good coverage and adhesion with few to no dings and bare wood spots. This is the type of circumstance that warrants a single maintenance coat. Please see Figure 5 for an example.

## Maintenance Coat

If the majority of your varnish or Cetol is healthy, but there are a few areas where the wood is exposed, we will have to fair in those areas and build up coats of varnish or Cetol to blend with the surrounding finish. This is a little more than a single maintenance coat and will be more expensive due to additional time, labor, and materials. This is recommended because it will protect the wood and still provide an overall maintenance coat to the healthy varnish or Cetol. Please see Figure 6 for an example.



**Figure 6:** This is an example of a maintenance coat that warrants some buildup in spots where the varnish has failed and the wood is exposed.



**Figure 7:** This is an example of how building up coats in spots can bring back the color of the wood in that area, but the surrounding area remains sun-faded.

Aesthetically, especially with varnish, there may be some areas of wood that appear darker than others. This is because sanding and fairing the bare wood brings back the original color of the wood, whereas the surrounding areas covered by healthy varnish have faded in the sun. This is fine from a structural point of view, as the wood is covered and protected; it just may not look the same shade. Please see Figure 7 for an example. You may choose “Maintenance coat,” but please understand that your invoice may be a little more expensive in the interest of protecting the wood and your investment in your vessel.

## More Than a Maintenance Coat

If the majority of your varnish or Cetol is flaking or peeling back and most of the wood is exposed, the only proper way to address it is to strip the finish and start fresh from bare wood (see Figure 8). There is no sense in putting healthy coats over layers of varnish that are just going to peel off and fail, especially cost-wise. There are a few ways to proceed from here if the pieces are made out of teak. The resilience of teak allows it to be fine if left natural, whereas other types of wood (oak and mahogany) need to have a protective coating or they will begin to rot.



**Figure 8:** This is an example of varnish that has failed, designated by the yellowed varnish and bare wood. This would be considered more than a simple maintenance coat.

## Varnish Work: Teak Options Only

---

### Strip and Leave Natural:

One option is to strip everything and leave it natural (see Figure 9 for an example of something we could strip). The color of the teak can be brought back, but it will fade to grey over time. Please see Figure 10 for reference. You can also allow the finish to strip naturally over time, but this isn't the most environmentally friendly option. The maintenance going forward would consist of cleaning the teak every year or every other year. Some people opt for oiling the teak once it is left natural. If you do want to do this, please keep in mind that such a coating may make it more difficult for varnish or Cetol to adhere in the future should you ever want it.



**Figure 9:** This depicts Cetol that is peeling back that could be stripped and the underlying teak left natural.



**Figure 10:** Fresh natural teak has a brighter orange color, whereas once exposed to the elements, it can grey.

### Strategic Varnish/Cetol:

The second option is that we can strategically leave some high-wear areas natural to curb the yearly maintenance of the varnish work to those parts. For example, we recommend keeping the rub rails, toe rails, and handrails natural as they are more exposed areas and tend to get beaten up a little more. We could also leave the cabin doors natural, as they are a little more costly to maintain due to the slats being more challenging to varnish. There are a few ways we can proceed with this option and tailor it to your needs.

### Full Varnish/Cetol:

The third option is that after stripping the unhealthy varnish away and starting from scratch, we can varnish everything. As stated, Cetol requires 3-5 coats to protect the wood, so it is a little more cost-effective. Varnish requires 9-11 coats to fully protect the wood, making it more expensive. To maintain both these options, we recommend either yearly maintenance coats or every other year, depending on whether there is any exposed wood or failing varnish.

The main differences between the options are cosmetic and cost. If you are looking to lower maintenance costs year to year and your brightwork is teak, option one would be the best. If you enjoy the look of Cetol/varnish but would like to keep yearly maintenance costs down, option two would be best. If you love the look of Cetol/varnish on the woodwork and are not looking to stick to a budget year to year, option three is a good choice.

*If your wood is not teak, it most likely does need protection and should have either Cetol or varnish covering it.*