



Lake Ponderosa Association, PO Box 751, Montezuma, IA 50171



Effective Immediately

June 14, 2019

ABC Company
123 Maple St.
City, State Zip

Dear: John Doe,

Re: Agreement and Release of Liability

For many years, companies have been using our docks at the boat ramp to construct docks and we have not had an agreement in place between them and the Association. This has brought up the question of responsibility for liability, damage, and improper usage.

To address these concerns and to make sure there are not two dock builders wanting the use of the boat ramp at the same time, the board of directors of the Lake Ponderosa Association has prepared an agreement and release of liability for the Lake Ponderosa Association regarding the use of our dock and ramp for construction or repair purposes.

We will need this agreement completed once a year before any construction can begin, along with proof of insurance showing the Association as an additional insured. However, for each instance of construction, we will need a security deposit and a Checklist/reservation form completed in advance. A copy of the Checklist/reservation form is also enclosed.

If you wish to use the Association's boat ramp and dock this year, please complete and sign the two copies provided and retain one for your records. Send the other copy to the Lake Association, PO Box 751, Montezuma, IA 50171. If you have any questions, you may contact Karen Meek, Association secretary at cypest@zumatel.net.

We trust that you will understand the need for this agreement outlining the terms for using our facility.

Sincerely,

Lake Ponderosa Association