

POFHOA

Pool Chairman

Roles and Responsibilities



The Pool Chairman position has no limit to the years it can be held.

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| March | <p>Contracts</p> <ul style="list-style-type: none">• Get bids from management companies to open, close, and maintain the pool. Make a choice, complete, and sign the contract. Possibilities: Aquaticare 816-331-3454 Contract in 2017 Midwest Pool Management 800-747-7665 or 816-350-2628 Northland Pool Management 816-436-7665 (This list is current as of June, 2017)• Get bids from lawn mowing companies, make a choice, complete, and sign the contract. Note: The triangle of grass located by the north sidewalk belongs to POF so it does need to be mowed.• Check on phone and trash service. |
| April | <p>Turn water on and check plumbing and underwater pool lighting.</p> |
| May | <p>The pool management company needs to uncover the pools and get them running. Schedule and advertise Pool Clean-up days 1st and 3rd Saturdays at 9:00.</p> |
| 1 st Weekend Clean-up | <p>Power wash (Check to determine if the pool management company performs these functions.)</p> <ul style="list-style-type: none">• chairs• lounges• pool deck• tables and stands• bathroom floors• pool parking lot in some places <p>Paint if needed</p> <ul style="list-style-type: none">• office, walkway, and bathroom floors with gray paint• bathroom walls• patch and paint the coping area• tables and umbrella stands• redwood table• chairs for touch-up <p>Grounds</p> <ul style="list-style-type: none">• rake old leaves and debris inside pool, walkway, and north and south side parking lot• trim bushes• plan for SW corner of pool grounds• add mulch to north side of parking lot• pull weeds• carry out trash |

Clean

- restrooms
- stock with paper towels and toilet tissue (The management company may do this.)
- refrigerator in guard's room
- light pole fixtures – replace bulbs, check outlets

Miscellaneous

- re-attach water fountain
- check all water faucets
- check phone
- put batteries in the clocks and mount
- complete pool house repairs
- repair fence

3rd Weekend
Clean-up
The Friday of
Memorial Day
Weekend

Check underwater lighting.

Complete any tasks not done on the 1st clean-up day.

Pool opens at 4:00 p.m.

Get a list of delinquent annual dues addresses from Treasurer.

Schedule folks to check Access Cards at gate Friday, Saturday, and Sunday.

Keep gate closed when unlocked.

During the Season

Respond to any issues.

Manage the pool management company.

Interface with them on behalf of POF.

Post Season

August
September Labor Day
September 2

School starts so pool hours change. Check postings for accuracy

Pool Closes at 8:00 p.m. on Monday of Labor Day weekend for the year.

Pool Maintenance Co. covers the pools and winterizes area.

Schedule a date this month to turn off water and winterize pump house plumbing.