

POFHOA

Pool Operations Procedures



Pool Opening Checklist for Volunteers

In order to present a beautiful area at the pool for all of us to enjoy, we need to spend some time making sure the grounds are ready for opening day which is the Friday of Memorial Day Weekend at 4:00.

APRIL - POOL COMMITTEE team must do the following prior to any work days:

1. Contract pool maintenance service and lifeguard service
2. File Johnson County pool permit application before March 31st and pay fee
3. Turn on the water at the street
4. Connect the phone
5. Restart the trash pickup
6. Hook up water fountain

APRIL - GARDEN COMMITTEE

1. Cut pampas grass on the West inside the pool and on the North side in the parking lot.
2. Separate and replant Hostas and Daylilies.
3. Weed all gardens.
4. Remove Cypress Vine from gate.
5. Plant ground cover in the SW corner inside the pool (like Creeping Jenny, or Creeping Fig)

MAY - CLEAN-UP DAYS

Clean-up days are the first and third Saturdays at 9:00 a.m.

1. Trim trees/shrubs
2. Rake old leaves and debris in the pool area and in the parking lot.
3. Clean restrooms
4. Repair fence
5. Repaint where necessary (metal tables, picnic tables, umbrella stands)
6. Repair chairs/tables/umbrellas
7. Paint restrooms and guard entrance floors with gray non-skid paint (as needed)
8. Make and place signage: Pool rules, Pool Party Rules, Pool Hours, Restroom signs, Pool Social Calendar, Designated Smoking Area, Pool for POF Residents only.
9. Hang bathroom decor
10. Resurface parking lot & paint markings (as needed)
11. Paint coping

PREPARE FOR OPENING DAY

1. Have "year" stickers ready for residents to place on their Resident Access Cards (RAC).
2. Place Ringmaster game.
3. Get a list of delinquent annual dues homes from Treasurer.
4. Identify a gate keeper to check for RACs on Friday, Saturday, and Sunday.
5. Keep gate closed when unlocked.

PREPARE FOR POOL CLOSING

Our Pool closes Monday of Labor Day weekend at 8:00 p.m.

1. Schedule a date in September to turn off water and winterize pump house plumbing with Management.
2. Remove any signs, flag/banners, clocks, water fountain, phone, drinking fountain, etc.
Note: the phone will be active all year but will only be installed during the months the pool is open.
3. Store Phone and Drinking Fountain.

Revised 2/26/2018