

The Landings at Piney Point HOA

Pool Manager Duties

January/Feb/March- Check the pool cover during winter especially after it rains or snows. Clear any leaves and debris from pool cover pumps. Make sure pumps are working and hoses are aimed away from pool. Check skimmers for water (will freeze and break if they get water in them). Check bathrooms and pump room for any leaks: pipes and ceiling from roof. Check drop light that's on Metcom's check valve in pump room and replace light bulb if needed

February- Reach out to lifeguards and see who is returning. Check certification records of lifeguards (LG, CPR, AED, 1st Aid and Safety, Pool Operators) and notify if expiring soon. Hire new guards if needed.

March- Apply for pool permit through SMCHD and send in check. (Bill Dunkin supplies the check)

April- Turn water on at pool. Make sure there are no leaks in plumbing. If leaking, either fix it or call a plumber.

Turn hot water heater on. Make sure it's working. If not working, either fix it or call a plumber.

Check toilets (using dye) for leaks from tank, flapper or toilet hose. If leaking, fix it or call a plumber. If we can't fix it, we replace the toilets. Some toilets have been replaced already (in 2021 and 2022)

Clean off and scrub pool cover of ALL pollen and debris prior to removal of pool cover. (Use hose and plastic brush. let pool pumps remove pollen) Clean out pool pumps that sit on cover and store in guard room. Get leaves off pool deck and blow deck clean. Begin filling pool w water. Call Leisure World to remove cover and prime filter in Early May.

Pool chemicals at Leisure World- Get Chlorine Tablets, Muriatic Acid, and if needed, Calcium Increaser and Alkalinity Increaser. Get 2 pressure gauges for pool filter and any other supplies needed.

Adjust chemicals, vacuum pool, put weirs in skimmers, tighten railings and ladders.

Take chairs and loungers out of bathroom and put on deck.

Take all other pool supplies out of bathrooms and put in guard room or deck (toy box, vats, life jackets, trash cans etc.)

Thoroughly clean bathrooms, pump room, guard room. Get rid of spiders/webs and ant colonies.

Between mid-April and end of May- Lifeguards are usually not available to do work. High-schoolers are still in school and have afterschool sports. High-schoolers can help w pool prep on weekends. College students are not home yet.

May-

Lowes- get ¼ inch bubble tubing and replace tubing on both chlorinator and Stenner pump, order new parts on line for these machines, if needed. Mec-o-matic chlorinator=bubble tubing and Stenner pump has a harder tubing. Get new check valve for chlorine pump (if we are still using this method of chlorination) and replace entire unit before pump is turned on by Mickey.

Plant flowers in planters.

Walmart- get stock- toilet paper, paper towels, tissues, cleaning supplies, bleach, mop head, gloves, trash bags, ant, spider and wasp spray etc.

Staples- copy ALL pool documents: sign in sheets, lifeguard job description, lifeguard contracts, pool rules, chemical sheets, etc. for the season. Put blank sheets in binders. Make employee handbooks for new employees.

Update ALL pool books and binders. Get ALL employee Certifications and update employee certs binder.

Amato- if we are still using this method of chlorination, call for liquid Chlorine delivery. Must have liquid chlorine prior to county inspection. Order testing reagents from Amato or Amazon because they are less expensive than Leisure World.

Order online the Captor solution that removes chlorine from water when backwashing. (every 3 years)

SMCHD- Set date for pool inspection and meet them to inspect pool. Usually, 2nd week in May pool is inspected. You will get a letter in the mail for the pool permit renewal.

Set up new employees in online Paychex. Make sure new employees have Maryland and Federal tax forms completed and work permits filled out and signed (work permits are for guards under 18 years old). Make sure to have anyone over 18 opt out of Maryland Saves, or figure out what you need to do if they do want to participate (I do not know anything about participating employee withholding as we did not have anyone participating).

Meet with each guard to sign seasonal contracts and job descriptions.

Make calendar and give to guards to get their summer availability. Make guard schedule.

Make and print timesheets (in excel) for the season and put in employee binder.

April (when cover comes off) until SMCPs gets out of school. (Around June 15th)

Daily- check chemicals and adjust, empty skimmers, check pump room and backwash if needed.

Weekly- Vacuum pool when needed, fill pool with water when needed, blow off pool deck when needed

Memorial Day to Labor Day (May to September)

- Manage pool and Lifeguards 7 days a week
- Keep chemicals stocked, supplies stocked and call for liquid chlorine refill
- Make Lifeguard schedule monthly and post
- Complete Biweekly payroll
- Print quarterly reports and give to Bill Dunkin (or via email)
- Cover pool for non-pool operator lifeguards
- Set up pool parties and find guards to work parties
- Oversee any neighborhood complaints, concerns, deal with any positive or negative situations that arise pertaining to the pool or employees
- Meet/or check each employee during their shifts (or at least check in via the video system to see pool status)
- Check every evening that Chlorine dial is turned back to 0.5 if we are still using this method of chlorination
- Meet with any contractors for estimates

September/October- close pool- See Fall pool prep sheet.

- Adjust chemicals for the winter
- Clean Chlorine vats out and store in the bathrooms.
- Vacuum pool/ remove any leaves from bottom of pool prior to covering. Leaves stain the pool bottom.
- Wash chairs and loungers and put them in bathrooms
- Pull everything off deck and put in storage for the winter
- Call and meet with Leisure World to cover pool. Ask if he wants you to Backwash 4 inches below skimmers line.

- Calculate, document and record input to Maryland State for NetDMR report due October (only if you get another permit to discharge to the creek – no reporting needed if you backwash to ground water)
- Turn off water-takes 3 hours-winterize pool pipes, toilets, sinks, all water turned off and water blown out and antifreeze put in toilets, sinks and drains
- Put drop light on plumbing (Metcom's check valve) in guard room
- Pool Budget due
- HOA meetings every other month during the year

November/December

Check the pool cover during winter especially after it rains or snows. Clear any leaves and debris from pool cover pumps. Make sure pumps are working and hoses are aimed away from pool. Check skimmers for water (will freeze and break if they get water in them). Check bathrooms and pump room for any leaks: pipes and ceiling from roof. Check drop light that's on Metcom's check valve in pump room and replace light bulb if needed

Note:

- If a toilet is broken or leaking, we fix it or replace it.
- If a hole is in the concrete deck, we fill it w concrete.
- If an electrical outlet isn't working, we fix it or call an electrician.
- If there are holes and cracks in the pool bottom, we order pool putty and patch it.
- If overhead lights are not working or needs a ballast replaced etc., we get the part and fix it.
- If the cameras or computer are not working. Call JefaTech AJ Farmer

Meet with multiple Contractors for estimates:

- Pool companies
- Fence companies
- Concrete deck companies
- Plumbers
- Electricians
- Painters
- Security camera company
- SMCHD
- Leisure World- pool open and close