

## **Mesa View Homeowner's Association #3**

### ***Pool Monitor's Duties***

First and foremost, the monitor is just that, a monitor. The monitor is to ensure that only the appropriate people are using our pool. This is done by checking the keys of ALL persons entering the pool area for the correct lot number and name of the person in possession of the key. This should always be done in a polite manner. As the season progresses, it won't be necessary to see every key, every time; you will get to know the regular users. Even when you know the regulars, they will still need to sign in when entering the pool area.

Secondly, please make sure that all persons shower before entering the water.

Thirdly, it is your job to keep order in the pool area. Monitors are to be polite but firm and consistent. Using your best judgment and common sense, enforce the pool rules to the best of your abilities. If someone complains or tries to cause a scene, don't argue; simply refer them to Sonya or Sharon. Then write an account of the episode in the monitor's notebook. The account should include names, addresses, lot numbers, time and nature of the incident and any pertinent facts that you can think of.

We want to maintain a clean, attractive pool and park. Monitors will help by performing the following duties:

#### **MORNING SHIFT:**

1. Unlock pump room and put out the clock, life preserver, hose, sign-in sheet/notebook, table and chairs, lot box.
2. Unlock the bathrooms; check to be sure that they are clean and that there are toilet paper and towels. Check the bathrooms at least once an hour throughout the day.
3. Pick up any and all trash in or around the pool area. This includes outside the fence if you see it. Remember to check the planters near the fence and the plant areas outside the fenced pool area.
4. Hose down the pool deck.
5. Clean the bottom of the pool with the net (if applicable)
6. Check the chemical levels in both pools.
7. Mark your work time down on the timesheet.

#### **EVENING SHIFT:**

1. Pick up trash from the pool deck
2. Hose off the pool deck.
3. Scrub down the pool tiles around both pools.
4. Check chemical levels in both pools.
5. Thoroughly clean bathrooms (sinks, toilets, urinals, floors and drains). Remove any trash from the bathrooms. Make certain that sanitary napkin receptacle in the ladies bathroom is emptied EVERY NIGHT. Replace the plastic bag with a new one. LOCK THE DEADBOLT to each bathroom.

6. Place the clock, life preserver, hose, sign in sheet/notebook, table, chairs, lot box and any other equipment used during the day in the pump room.
7. Stack and lock up the chaise lounges – lock them tightly as people will try to use them after hours or throw them in the pool.

#### **OTHER POINTS TO BE AWARE OF:**

1. Monitors are paid monthly – checks will be in the pump room by the 10<sup>th</sup> of the month.
2. If you can't be at the pool at the agreed upon time(s), please let Sonya know and try to find a replacement for your shift(s).
3. Make sure that all folks with long hair (past shoulder-length have hair tied back.
4. Please use the monitor notebook every shift you work. It will help us ensure good communication. If there is an urgent issue, please call Sonya or Sharon right away.
5. Do not leave the file box with the homeowner's information unattended. This is PRIVATE information and not for public consumption. Do not leave the pump room door open and unattended. Only authorized people should be in the pump room at any time.
6. The telephone is not for public use. Do not give out the number and please keep usage to a minimum.
7. The emergency shut-off is outside the gate.
8. When the pool is closed, all items used by the monitors should be on the wall, wooden pallets, on the shelves or on the table.
9. If you find a "lost" pool key, look up the number in the file box and get the homeowner's phone number. Call the homeowner and let them know that they may retrieve the key during regular monitor hours. You may not deliver it to them or stay after hours for them to pick it up. If it is not claimed, return it to Sharon.
10. Do not loan out your pool keys to anyone for any reason. Loaning out your monitor keys is grounds for immediate dismissal by the association.
11. Never leave the broom/supply closet in the men's room unlocked.
12. Tuesday is our regular trash day. The monitor working the night shift the night before trash pick up is responsible for making sure the big can gets to the curb. The monitor working the shift after the trash is picked up must return the can to its location, secured to the post under the arbor.