

**AUGUST 20, 2009**

**DUTIES OF POOL CHAIRMAN AND  
COMMITTEE**

**POOL OPENS MEMORIAL DAY WEELEND AND  
CLOSES LABOR DAY WEEKEND.**

Get quotes for pool opening, closing, and daily maintenance from pool service company (currently Aquatech Pools and Spas through 2010), and plumber (currently Jim Behm through 2009).

In late April or early May, publish letter for distribution by the trustees regarding pool opening and closing dates and pool rules.

Contact Illinois American Water to reconnect water to pool.

Contact plumber to reconnect and repair pool piping, meters, and certify RPV(?) valve.

Post a copy of valve certification in pump room.

Contact pool service company to clean, service, and fill pools.

Contract for bath house cleaning services. (currently using Bobbi Parsons, 692-7511).

Contact Waste Management to start garbage pick-up week before pool opens and conclude service week after pool closing. The garbage containers (2) are stored in the supply closet inside the men's bath house.

Put out and retrieve garbage containers for collection each week.

Contract for lawn mowing. (Currently done by Weaver Ridge through David Likes 253-4415) Competitive bid this job for next year. Contact Bobbi Parsons (692-7511) for one bid.

Contact D.A.Hoerr to start and stop lawn sprinklers. (Usually May thru October, but depending on the weather.)

Schedule a pool committee day to clean and put out pool furniture.

Periodically trim bushes and plants, and spray grass, rocks and pool perimeter for weeds.

Spray inside and perimeter of bath houses for insects and pests.

Verify with treasurer that pool permit application and fee have been submitted to the Health Dept.

Receive and post Health Dept. permit at pool.

Health Dept. (currently John Smet) will conduct a pool inspection sometime during the season. Accompany him during the inspection and satisfy his complaints.

Answer any homeowners complaints regarding problems arising during pool season.

Routinely inspect pool and tennis court premises for cleanliness and maintenance problems and correct whatever is needed. This includes but is not limited to fence, concrete, buildings, parking lot, lawns, landscaping, tennis court net, and items needing painting.

Check with maid service to assure a proper supply of toilet paper, paper towels, and cleaning supplies.

Maintain good relations with pool neighbors and encourage them to report any signs of after hours swimming or vandalism to the police and pool manager.

After pool closes, call in all meter readings to the Greater Peoria Sanitary District.

Assure that the pool services company and the plumber shut down and drain all systems.

Schedule pool committee to clean and store all pool furniture, clean pump room, close windows, and secure the area for wintertime..

Contact Water Co, to remove main water meter and shut off water to pool area.

Make annual inventory and inspection of furniture and equipment to assure proper supply for the next season,

Make Pool Committee Reports at each Master Homeowners Association meeting, and present any capital expenditures for approval before committing to them.

Keep in touch with the home owners president and treasure regarding any routine expenditures occurring during the pool season.

Prepare pool budget for consideration in annual HOA budget.

Maintain and update pool life cycle cost information.

Bob Lueders