

Pool Committee Charter and Responsibilities

The Committee shall be composed of a Chair, a Co-Chair, and at least two other members. The Committee's activities are described in the paragraphs that follow.

Part 1. Operations

1. Ensure that the pool is open for swimming by May 31, unless weather conditions dictate a later date.
 - Arrange to remove, dry, and store winter cover, tiedowns, and pool cover pump by May 1.
 - Clean the equipment room and check for hazards.
 - Request that the gas be turned on.
 - Inspect and test the pump, heater, filter, drains, chlorinator, gauges, and valves. Arrange maintenance as needed.
 - Apply shock treatment to the pool, adjust the water level, and balance the chemicals.
 - Waterproof the wooden duck boards in the equipment room.
 - Pressure wash the pool entrance, stairs, deck
 - Request one or more work parties to clean and put out pool furniture, organize storage for pool toys, clean restrooms, and clean the pool house (floor, carpet, windows, sink, refrigerator).
 - Ensure that the current pool rules and other required signs (hazards, first aid) are posted.
 - Notify residents and GCA webmaster of pool opening.
 - Set pool operation hours.
2. Ensure that the pool is properly licensed each year by the Health Department.
 - Ensure that pool chemistry is within required parameters.
 - Arrange to meet with County sanitarian for inspection.
3. Ensure that the pool is closed and winterized by October 1, unless weather conditions dictate a later date.
 - Set pool closure date and inform Board as soon as possible.
 - Inspect the winter cover components and purchase any needed parts.
 - Request that the gas be turned off.
 - Request a work party to store the Kreepy Krawly, pool furniture, toys, and cleaning tools.
 - Sweep the deck, vacuum the pool, and add winterizing chemicals.
 - Arrange to install the winter cover, tiedowns, and pool cover pump, and to install the protective covering over the summer cover on its roller. Supervise the installation.

- Drain, inspect, and lubricate the pump; clean and store filters. Inspect the heater.
 - Clean and straighten the equipment room.
4. Monitor capital equipment and recommend any needed replacements.

Part 2. Maintenance

1. Ensure that the pool water parameters are maintained within required limits.
 - o Perform comprehensive pool chemistry testing, at opening and weekly thereafter, and add chemicals as needed.
 - o Train Pool Keepers team volunteers in opening and closing the pool and monitoring the chemicals.
 - o Answer maintenance inquiries, communicating with pool volunteers.
 - o Maintain a supply of replacement pool chemicals and testing kit supplies as needed.
 2. Ensure that the Pump and Heater are in good working order.
 - o Train Filter Maintainers team in regular installation of clean filters, cleaning the filter housing, and soaking and washing dirty filters.
 - o Create and maintain a schedule for the Filter Maintainers team.
 - o Maintain an inventory of spare parts and do routine replacement.
 - o Contract pool service technicians for minor repairs and supervise.
 3. Deal with algae bloom episodes.
 - o Close pool and notify residents.
 - o Conduct pool shock treatments (chlorine and algaecide).
 - o Mechanically clean pool of dead algae.
 - o Disconnect and decontaminate pool cleaning devices.
 - o Bring pool water back to correct chemistry standards.
 - o Notify residents when pool is reopened.
3. In winter: As needed, operate and rotate winter pool cover pump.

Part 3. Administration

1. Create, maintain and update manuals for daily pool maintenance, filter maintenance, and for backup pool managers.
2. When necessary, work with pool volunteer leader to recruit volunteers for Pool Keepers and Filter Maintainers.
3. Maintain records of pool repairs, purchases, and associated costs.
4. Annually compile a report of operating and maintenance costs and project cost information for Board's annual budget. Present to Board.
5. Submit a written report of the month's activities to the Board at the end of each month. If there were no activities to report, inform the Board of this fact in writing.
6. When needed, provide information for an update to the Reserve Study.