

## Agreement Between Pool Manager and Quiet Water Homeowners Association

### GENERAL:

The QWHA Pool Manager is an independent contractor who is responsible for maintaining pool and spa in compliance with all relevant regulations, during the pool open season (normally late June through Labor Day). Pool hours are 2 pm to 6 pm Sunday - Monday, Thursday – Saturdays.

The Pool Manager shall check in weekly with the designated Board member unless otherwise scheduled.

The Pool Manager shall provide contact telephone numbers and an e-mail address which will be made available to the board and designated representative.

Either party (QWHA or Pool Manager) may terminate this agreement with thirty (30) days written notice.

### DUTIES:

Assist with preparing the pool and spa for season opening and closing. Store pool furniture in the off-season and clean it for start of new season.

Open and close pool during the season, according to the schedule of operational hours.

Take pool chemistry measurements and make necessary adjustments, in accordance with all applicable regulations (this means every two hours while the pool is open). Perform all other necessary operations to ensure that the pool and spa are run in accordance with applicable regulations. This includes but is not limited to: brushing down pool and spa surfaces; skimming pool and removing any foreign debris from pool bottom; putting on pool cover at closing time and removing at opening time.

Assist with draining and refilling spa at mid-season.

Record all measurements and adjustments made in a daily log in the mechanical room.

Ensure that there is always an adequate supply of pool chemicals; request QW purchase pool chemicals and equipment so that new supplies can be obtained in a timely fashion; perform minor repairs as needed; alert the designated Board member to any major problems with pool equipment.

Enforce pool regulations; alert designated Board member if pool users repeatedly flout regulations.

Open pool early on days when YYFAP swimming classes are to be held. (YYFAP has its own insurance coverage for these classes). These dates (6 days total, TBA)

Clean restrooms and pool surround at least daily; ensure restrooms have soap and towels.

### FINANCIAL CONSIDERATION:

For the contracted services described above, the Pool Manager shall receive \$3000.00, payable as follows: \$500 on June 30, \$1000 on July 31; \$1000 on August 31; \$500 on September 9. Additional light work (weeding) may be undertaken if agreed to by both the contractor and a Quiet Water Board member. This will be remunerated on an hourly basis, at \$15/hour. Should the pool manager not complete the full pool season, payment will be pro-rated. Invoices and reimbursement claims should be e-mailed to the QW Financial Secretary (quietwaterfinancial@gmail.com), or mailed to:

Quiet Water Homeowners Association  
PO Box 34, Yachats, OR 97498

\_\_\_\_\_  
Pool Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
For QWHA

\_\_\_\_\_  
Date

\*Contact information:  
To be determined