



# Montego Bay Civic Association **BOARD OF DIRECTORS** Operational, Administrative, and Procedures **MANUAL** August 11, 2012

**PURPOSE:** This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

## **POOLS AND RECREATION COMMITTEE** **POOL, TENNIS COURT, AND PUTT-PUTT PROCEDURES** *(UPDATED MARCH 8, 2015)*

The Pools and Recreation Committee shall have the responsibility to ensure the pools of the Association comply with all applicable regulations and laws, seek out and recommend a pools management company, maintain and purchase pool furniture and equipment, and submit an annual budget request for Board approval.

1. Community pools are located:
  - a. Behind the MBCA Office, and referred to as "The Office Pool" or "Pool 1." This pool is a 90,744 gallon pool with a user load of 257 individuals within the enclosed area. More than 50 people in the pool requires two life guards on duty. This pool has an electronic gate lock that can only be unlocked with an electronic Membership Card.
  - b. Behind the MBCA Office, and referred to as "The Kiddie Pool." This pool is a 1,036 gallon pool with a user load of 8 children (up to the age of four) within the enclosed area. Access to the Kiddie Pool is by a mechanical child-proof gate latching system after entry into the Office Pool electronic gate.
  - c. Along Oyster Lane, this pool is referred to as "The Oyster Pool" or "Pool 2." This pool is a 100,320 gallon pool with a 254 user load within the enclosed area. This pool has an electronic gate lock that can only be unlocked with an electronic Membership Card.
2. Pool Operating dates and times:
  - a. Memorial Day Weekend (beginning on Saturday) until the second Saturday in June: 10:00am – 4:00pm
  - b. Second Saturday in June until Labor Day Weekend: 10:00am – 6:00pm at the Office Pool and 10:00am – 7:00pm at the Oyster Pool.
  - c. After Labor Day weekend (beginning on Monday) until the following Sunday: 10:00am – 6:00pm at the Oyster Pool (only).

3. Pool patrons shall:
  - a. Comply with posted pool, putt-putt, shuffleboard, and tennis court rules.
  - b. Comply with decisions of the Lifeguard, including a request to leave the pool.
  - c. Be responsible for all guests and family members accessing the pool areas (as well as for outdoor areas of shuffleboard, pond, and MBCA common-ownership areas). Anyone entering the pools, putt-putt, or the tennis courts are considered to be the authorized member or their guests. Patrons are encouraged not to open or hold the gate open and let other members or strangers enter the gated areas; however, should that occur, the member is responsible for the conduct of those they let into the gated areas.
  - d. Equipment for both the putt-putt course and the shuffleboard Court at Pool 2 are obtained from the lifeguard. Rules pertaining to the putt-putt course use are posted on access gate to putt-putt and must be adhered to. All equipment to be returned to lifeguard after putt-putt or shuffleboard play.
4. Pools and Recreation Committee shall be responsible for:
  - a. Annual initial cleaning and routine maintenance of restroom facilities two-weeks before Memorial Day weekend. Inform the Board of any non-routine maintenance requirements and propose a course of action.
  - b. Annually inspect the two pool houses to ensure all fixtures are in working order, items such as shower curtains and doors are functioning. And inspect the interior walls and floors to determine if painting or non-routine maintenance action is necessary. Such items identified must be included in the budget request, and scheduled, for the following budget year.
  - c. Annually, at least two-weeks before Memorial Day weekend ensure all gates, including the gates to the tennis courts, are inspected by a qualified fence company and maintained up to all health department requirements for swimming pools.
  - d. Annually, at least two-weeks before Memorial Day weekend ensure that the 911-telephones are operational. And ensure that the 911-telephones cannot dial any other number.
  - e. Annually, at least two-weeks before Memorial Day weekend ensure the telephone numbers of the Pools and Recreation Committee Chairman and the President are provided to the pool management company.
  - f. Annually, at least two-weeks before Memorial Day weekend remove from storage and place all Putt-Putt items throughout the Putt-Putt gated area. This is generally done by volunteers under the direction of the Chairman.
  - g. Restroom floors at both pool 1 and 2 typically need power washed and repainted every three or so years. Floors are being cleaned and repainted in the spring of 2015 and need to be monitored by the Pool Committee for future refurbishing.
5. Pools are managed through contracted services. The pool management contract is a 12-month annual contract and follows the fiscal year (May 1 through April 30) of the Association. Pool management contracts may be for a period of multiple years by including an option to renew each year without the necessity of seeking multiple bids. A renewal recommendation is made to the Board on an annual basis. The pool management contract should contain, at a minimum:
  - a. Every day the pools are open for members, responsible for daily cleaning of restroom facilities and ensure paper products are available.
  - b. In addition to the usual responsibilities of Lifeguards, the Lifeguards have authority to enforce all the posted pool rules.
  - c. Lifeguards at the Oyster Pool will also issue shuffleboard and putt-putt equipment.
  - d. Lifeguards will not require any member to give up their Membership Card.
  - e. Lifeguards may request a patron to leave the pool area and, as soon as possible, report the circumstances to their pool management company. The pool management company must report such incidents to the President as soon as possible.
  - f. Lifeguards on duty shall have access to the telephone numbers of the President and the Pools and Recreation Committee Chairman. In the judgment of the Lifeguard, if the

presence of the President or the Committee Chairman can assist in resolving an active situation, the Lifeguard should call them directly. To protect other members in the pool area and themselves the Lifeguard should not hesitate to call 911.

- g. Clean and store pool furniture indoors within one month after the pool has closed for the season.
  - h. Install and test the Office Pool chair-lift at the beginning of the season and dismantle and store indoors at the end of the season.
  - i. Using generally acceptable standards shall open the pools and close/winterize the pools and install/remove all pool covers.
  - j. Provide a written year-end post-closing survey and summary of the condition of the pool, pool equipment, pool house and restrooms, and pool furniture. The summary shall provide a recommendation for maintenance, repairs, or replacement and associated cost estimates.
  - k. Conduct routine maintenance and inspections throughout the year, including water testing and treatment as necessary. At a minimum, pool water is tested twice daily during the season and twice monthly. The contractor shall provide in the contract the off-season inspection and testing schedule.
6. Rules:
- a. The Pools and Recreation Committee establishes the rules associated with various amenities. The rules are posted at the areas and additional rules may be established by updating the Director's Manual. Any changes to the established rules must receive Board concurrence.
  - b. The Pools and Recreation Committee are responsible for budgeting for signs at the amenities that need to be repaired, replaced, or updated.
  - c. General Rules for gated areas:





## d. Tennis Court Rules:



## c. Montego Bay Pool Rules



d. Rules at other Ocean City pools:

## MORE POOL RULES in OC

- \* Obedience to the lifeguard(s) is mandatory
- \* No food or drink are permitted in the pool area
- \* No coolers allowed
- \* No running, diving, rough play, pool toys, offensive language, chewing gum, spitting, changing diapers, or pets allowed in the pool area.
- \* All non-swimmers, regardless of age, must be closely supervised by a responsible adult.
- \* No one parent or babysitter may bring more than 4 children under the age of 12 into the pool area.
- \* Personal flotation devices must be U.S. Coast Guard approved.
- \* No floaties, air mattresses, inflatable "sharks," or noodles are permitted in the pools.
- \* Floating play equipment may be used at the discretion of the Lifeguard.
- \* The pool may be closed at any time at the discretion of the Lifeguard due to weather (rain, lightning, thunder, wind, air temperature below 68F degrees), equipment maintenance, or other operational difficulties.
- \* The Association is not responsible for any loss or damage to personal property, including lost membership cards.



## ENCOURAGING A HEALTHY AND SAFE SWIM FACILITY

### POOL DATA

LOCATION:	MONTEGO BAY #1 WADING 101 WEST 130 <sup>TH</sup> STREET OCEAN CITY, MD 21842
SURFACE AREA:	138 SQFT
VOLUME:	1036 GALLONS
PERIMETER:	48 LFT
MIN/MAX FLOW:	8 / 60
FILTER:	TRITON TR-60
PUMP/MOTOR:	PENTAIR MODEL 300, 0.5 HP
USER LOAD:	8
DISINFECTION/FEEDER:	CHLORINE RAINBOW LIFEGUARD
MAKE/MODEL# OF MAIN DRAIN:	HAYWARD WGX1048E (2016)
MAKE/MODEL# OF EQUALIZER COVER:	HAYWARD WGX1048E (2016)
TO FILTER:	MULTIPOINT TO FILTER
TO BACKWASH:	MULTIPOINT TO BACKWASH



## ENCOURAGING A HEALTHY AND SAFE SWIM FACILITY

### POOL DATA

LOCATION:	MONTEGO BAY #1 POOL 101 WEST 130 <sup>TH</sup> STREET OCEAN CITY, MD 21842
SURFACE AREA:	3002 SQFT
VOLUME:	90,774 GALLONS
PERIMETER:	235 LFT
MIN/MAX FLOW:	189 / 280
FILTER:	(2) TRITON TR-140
PUMP/MOTOR:	MARATHON, 5 HP
USER LOAD:	257
DISINFECTION/FEEDER:	CHLORINE STENNER 45M5, HAYWARD CL220
MAKE/MODEL# OF MAIN DRAIN:	SDX RETRO (2014)
MAKE/MODEL# OF EQUALIZER COVER:	AQUASTAR 4HP101 (2015)
TO FILTER:	OPEN 4, CLOSE 5, 6
TO BACKWASH:	OPEN 5, 6, CLOSE 4



## ENCOURAGING A HEALTHY AND SAFE SWIM FACILITY

### POOL DATA

<b>LOCATION:</b>	MONTEGO BAY #2 101 WEST 130 <sup>TH</sup> ST OCEAN CITY, MD 21842
<b>SURFACE AREA:</b>	3444 SQFT
<b>VOLUME:</b>	103,320 GALLONS
<b>PERIMETER:</b>	239 LFT
<b>MIN/MAX FLOW:</b>	215 / 280
<b>FILTER:</b>	(2) TRITON TR-140
<b>PUMP/MOTOR:</b>	5 HP
<b>USER LOAD:</b>	254
<b>DISINFECTION/FEEDER:</b>	CHLORINE STENNER 45M5, HAYWARD CL220
<b>MAKE/MODEL# OF MAIN DRAIN:</b>	PARAMOUNT SDX RETRO (2014)
<b>MAKE/MODEL# OF EQUALIZER COVER:</b>	N/A
<b>TO FILTER:</b>	2,4,5,6 OPEN / 1,3 CLOSED
<b>TO BACKWASH:</b>	1,3 OPEN / 2,4 CLOSED