

**Mesa View Homeowners' Association #3**  
**2022 POOL MONITOR Service Contract**

**Key # PM**

This is a contract for non-permanent, part time POOL MONITORING SERVICES between:

**Mesa View Homeowners' Association #3**  
PO Box 26066, San Diego, CA 92196-0066  
[www.mvhoa3.org](http://www.mvhoa3.org)

(Hereinafter referred to MVHOA3) and

\_\_\_\_\_  
PRINT MONITOR'S NAME

\_\_\_\_\_  
PRINT MONITOR'S ADDRESS

\_\_\_\_\_  
PRINT MONITOR'S CELL #

\_\_\_\_\_  
PRINT MONITOR'S EMAIL

(Hereinafter referred to as Monitor)

**FOR MONITORING SERVICES IN DETAIL (See Attachment #1) Usually end of May thru Sept.**

**MONITOR'S PAY, REQUIRED TAXES, WORKER'S COMP, ETC.**

1. It is understood by both parties that Monitor is a part-time, seasonal employee of MVHOA3.
2. Monitor paid by direct deposit once a month by the 11<sup>th</sup> for all hours worked the previous month (end of May & June hours are combined).
3. Monitor will have access to the Wagepoint website to look up or download their paystub information. They will create their own account and password to look up this information. In January they can log into Wagepoint to get their W2s.
4. The payroll company takes care of withholding payroll taxes (FICA, Federal/State income).
5. MVHOA3 pays for Worker's Compensation Insurance. In the event of an injury incurred while performing pool monitoring services, any expenses beyond Worker's Compensation are the responsibility of the monitor.

**GENERAL TERMS**

1. Monitor hereby agrees to work any and all hours necessary, including weekends and holidays, as mutually agreed upon by MVHOA3 and the Head Monitor's schedule from Memorial Day weekend in May through September (weekends only through mid-June when school lets out and then full schedule until school is back in session end of August. Then back to weekends through September). **PUNCTUALITY IS A MUST.**
2. Monitor will exercise reasonable judgment relating to hours worked. Factors such as weather and pool usage should determine whether the monitor remains on duty.
3. Monitor is expected to follow all guidelines and rules set forth by the MVHOA3 Board and Head Monitor to accomplish the task of monitoring the pool. Complete pool rules are posted on large sign inside pool area. Any tools required to complete the job will be provided to the Monitor.

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4. Either MVHOA3 or Monitor may terminate this contract at any time. In such an event, Monitor will be compensated for all work performed and for reasonable cost of any materials furnished.
5. This Contract shall be binding upon the parties hereto, their heirs, executors, administrators, successors, and assigns, as the case may be.
6. This Contract shall supersede all previous agreements by and between MVHOA3 and Head Monitor.

#### **PERFORMANCE OF SERVICES in brief- (see Attachment #1 for a detailed list)**

1. Monitor agrees to be diligent with completing daily, weekly and monthly tasks that keep the pool and surrounding areas clean and safe for others.
2. Monitor agrees to check keys to make sure that the rightful owners and guest/s are being allowed in to the pool area.
3. Delinquent lists (starting first week of August) will also be checked, updated and addressed if needed.
4. Monitor agrees to find a replacement if she/he is unable to work the scheduled shift.
5. Monitor agrees to return any issued pool key(s) to the head monitor prior to receiving final pay check for monitor services.
6. Failure to return said key(s) or loss of any will result in a fee of not less than \$50.00 at the sole discretion of MVHOA3.

#### **CONTACTS**

Monitor reports directly to Head Monitor or may contact or be contacted by a MVHOA3 Board Representative or may contact or be contacted by MVHOA3 Consultant/Coordinator/Historian/KeyPerson/Pool&Landscaping Maintenance contact in certain circumstances.

#### **COMPENSATION**

Monitor is willing to provide pool monitoring services at the following rate based on summers worked.

**X Check the box that represents the # of summers you will be working this year.**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | My 1st summer at \$15 per hour          |
| <input type="checkbox"/> | My 2nd - 4th summer at \$15.50 per hour |
| <input type="checkbox"/> | My 5th + summer at \$16 per hour        |

**Time & ½ (based on hourly wage), will be paid 1 day only if working on Memorial Day, July 4<sup>th</sup> or Labor Day.**

**By signing this contract, Monitor agrees they have read these 2 pages and attachment #1 thoroughly and will abide by all guidelines and rules.**

- **Due before end of May: This 2 sided, signed document must be turned over to the Head Monitor who will forward a copy to the MVHOA3 bookkeeper before monitor can start work. Attachment #1 is kept with the Monitor.**
- **Due by July 1<sup>st</sup>: Fed Forms W-4 and I-9 need to be with the bookkeeper by July 1<sup>st</sup>, unless accurate forms for the previous year are with them. These forms can be found on the website under the "Pool Docs & Links" (then the 'Pool Monitor Forms' section).**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ **Key # PM**

Monitor

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

President for MVHOA3- Andrea Zelones

**Attachment #1**

**I. POOL MONITOR'S RESPONSIBILITIES**

1.1 A monitor is just that, a monitor; not a lifeguard. 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.

1.2 Any important changes to the Green Cards in the box (new owners, new renters, phone numbers, etc.) need to be reported to the Bookkeeper and Key Person as soon as possible. Since the Head Monitor will be emailing other information to Bookkeeper and/or Key Person, please give or send to the Head Monitor new information along with the Lot # the day it happens.

1.3 Please date any notes or sticky notes that are put on the homeowner's Green Cards.

1.4 Any unmarked keys must be confiscated. Any discrepancies in key numbers or persons using the wrong key need to be thoroughly documented as well as reported to the Key Person.

1.5 If you find a "lost" pool key, look up the number in the file box and get the homeowner's phone number (or renter's). Call the homeowner/renter daily 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. Please leave a sticky note (with the date) on their green card in the box and a note in the monitor's daily notebook with the dates of calls to homeowner/renter. If it is not claimed in 3 days (or after 3 calls), call Key Person to come retrieve the lost key.

1.6 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.

1.7 The Delinquent List comes out the first week in August. Homeowner/renters get only one courtesy visit until bookkeeper receives their payment. Keep a list of the homeowner/renters names & Lot# on designated list for quick daily reference and put a sticky on their green card. Be sure the delinquent list is kept current when the head monitor or bookkeeper lets you know a payment has been received.

1.8 Make sure that all persons shower before entering the pool.

1.9 Make sure that all folks with long hair (past shoulder-length) have hair tied back.

1.10 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 Head Monitor or Board Member if Head Monitor is not available. 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.

1.11 You might want to have your cell phone with you, as there is no longer a land line at the pool.

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1.12 Be sure the rope/floats are attached when the pool is being used and the safety ring is hanging from the wall. These can be liability issues and shows negligence if there should ever be an accident.

**II. SUMMER WORK SCHEDULE** (all days & hours are based on attendance & weather and are only guidelines).

**Monitors start working from Memorial Day weekend in May through September** . While school is in session, monitors will work on weekends only through mid-June until school lets out. Then, it's a daily schedule until school is back in session in August. Then, back to weekends through September. Head Monitor will have clean up done by October 31<sup>st</sup>.

**School Session for 2022: School (Ericson specifically) lets out on Tuesday, June 14<sup>th</sup> and returns in August 29<sup>th</sup>.**

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

#### **AFTERNOON SHIFT (1pm to 4pm)**

- a) Unlock pump room & tool shed and put out the clock, sign-in sheet/notebook, table & chairs and toys and Green Card box with homeowner's data (the box should be well concealed).
- b) Be sure the padlock to the tool shed is re-locked even if door is left ajar during the day.
- c) Put up umbrellas.
- d) Open 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.
- e) Pick up any and all trash in or around the pool area. This includes outside the fence area. Remember to check the planters near the fence and the plant areas outside the fenced pool area. Also, clean out the cigarette container by bench.
- f) Clean the bottom of the pool with the net (if applicable).
- g) Check the chemical levels (chlorine & PH) in both pools and record on designated sheet in pump room.
- h) Get in the habit of writing notes to the pool company on the wipe-off board on back of the door to the pump room, with the date, if it's not an urgent request. Wipe off as soon as request is answered. Also, call or text the head monitor, so she can handle it directly with pool company (Baron) for issues needing replies within a day. Look to see if Baron left a note.
- i) Record your work time on the timesheet.

These are the **WEEKLY chores** that are the responsibility of the **afternoon shift**.

- j) Hose off the pool deck when pool is not busy.
- k) Scrub down the pool tiles around both pools.
- l) Brush bottom and sides of both pools.
- m) Scrub shower tiles.
- n) Once the delinquent list has been received during the first week of August, update the list in the binder as soon as the head monitor contacts you of payments received.

#### **EVENING SHIFT (4pm to 7pm)**

- a) Pick up trash from the pool deck, outside gate area AND cigarette container.
- b) Check chemical levels (chlorine & PH) in both pools and record results on designated sheet located in pump room.

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- c) Check bathrooms at least once an hour throughout your shift.
- d) Thoroughly clean bathrooms (sinks, toilets, urinals, floors, drains, and stainless steel panels). 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.
- e) Wipe out the water fountain.
- f) **Return the clock**, sign in sheet/notebook, table, chairs, Green Card box and any other equipment used during the day to the pump room and tool shed. Remember to lock both padlocks.
- g) Stack and return chairs to the tool shed & lock up.
- h) Take down the umbrellas and lock up.
- i) Get in the habit of writing notes to the pool company on the wipe-off board on back of the door to the pump room, with the date, if it's not an urgent request. Wipe off as soon as request is answered. Also, a call or text to the head monitor, so she can handle it directly with pool company (Baron) for issues needing replies within a day. Look to see if Baron left a note.
- j) Record your hours worked on the timesheet.

These are the **WEEKLY chores** that are the responsibility of the evening shift.

k) **TRASH CAN (EVENING SHIFT)**: Tuesday is our regular trash day. The monitor working the evening shift the night before trash pick-up (Monday) is responsible for making sure the large, black city can is placed at the curb after all the other trash in bathroom cans & the three small locked cans on patio are emptied into it. Be sure the padlock is re-locked for safe keeping after can is put out. The monitor working the shift after the trash is picked up (Tuesday) must return the can to its location, secured to the post under the cabana and padlock re-locked.

- The large black can should be rinsed weekly after trash is collected due to its close proximity to guests. Afterwards, to reduce further smell, spray a little Pine Sol into the large trash can after pick-up on Tuesday.
- **Weekend Schedule**: If no monitors are working Monday, then Sunday's **last shift** monitor needs to put the large trash can out with all collected trash in it.

l) Once the delinquent list has been received during the first week of August, update the list in the binder as soon as the head monitor or bookkeeper contacts you of payments received.

### **ALL WEEKLY CHORES** (Fill out the weekly scheduling chart posted in pump room)

- a) Hose off the pool deck when pool is not busy (**AFTERNOON SHIFT**).
- b) Scrub down the pool tiles around both pools (**AFTERNOON SHIFT**).
- c) Brush bottom and sides of both pools (**AFTERNOON SHIFT**).
- d) Scrub shower tiles (**AFTERNOON SHIFT**).
- e) **TRASH CAN (MONDAY EVENING SHIFT)** The monitor working the evening shift the night before trash pick-up (Monday) is responsible for making sure the large, black city can is placed at the curb after all other trash in bathroom cans & the three small locked cans on patio are emptied into it. Be sure the padlock is re-locked for safe keeping after can is put out. The monitor working the shift after the trash is picked up (Tuesday) must return the can to its location, secured to the post under the cabana and padlock re-locked.
  - The large black can should be rinsed weekly after trash is collected due to its close proximity to guests. Afterwards, to reduce further smell, spray a little Pine Sol into the large trash can.
  - **Weekend Schedule**: If no monitors are working Monday, then Sunday's **last shift** monitor needs to put the large trash can out with all collected trash in it.

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- f) Once the delinquent list has been received during the first week of August, update the list in the binder as soon as the head monitor or bookkeeper contacts you of payments received (BOTH SHIFTS).

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

- a) Restrict calls to the pool company unless no one else can figure it out. Do not ask pool company to make a special trip to the pool unless it's an emergency.
- b) Monitors are paid monthly (see details on page 1).
- c) If you can't be at the pool at the agreed upon time(s), please let Head Monitor know and try to find a replacement for your shift(s).
- d) Please use the monitor notebook every shift you work (read previous entries & enter yours daily). It will help to ensure good communication. If there is an urgent issue, please call Head Monitor, BM President or the assigned volunteer who does the pool keys and/or pool maintenance.
- e) Do not leave the Green Box with the homeowner's information unattended. This is PRIVATE information and not for public viewing.
- f) Do not leave the pump room door open and unattended. Only authorized people should be in the pump room at any time (be sure padlock is secure).
- g) The emergency shut-off for water into the pool area is outside the gate by the sidewalk, under the cage. Pull both black handles DOWN.
- h) When the pool is closed, all items used by the monitors should be returned to the pump room or tool shed.
- i) Never leave the broom/supply closet in the men's room unlocked. Also, make sure that the water heater closet in the women's room is locked each time the bathrooms are cleaned.
- j) Never DEADBOLT main gate or bathrooms without a BMs or Pool Company's order.
- k) The "Bathroom Supplies Needed" list is posted in the supply closet in the men's bathroom. The monitor shall write down any supplies that are needed. Contact Head Monitor who will sign off on the sheet when the supply is purchased.
- l) Power washer in pool shed. This takes time to set up & disassemble. Only consider power washing once a month, if needed, as deck is hosed off weekly and we need to conserve water.