

Daily Tasks

Update 9/1/2026

Open Pool / Clubhouse / Beach (around 9:00 AM)

- 1 Turn on solar panel
- 2 Record temperatures: air and water
- 3 Check and record water level (34.5 inches)
- 4 Add water if needed
- 5 Test water and record pH and chlorine levels
- 6 Clean the 4 skimmers
- 7 Retrieve the robot from pool and clean filters
- 8 Store the robot for the day
- 9 Change sign from Closed to OPEN.
- 10 Write the date and water temp on the board
- 11 Remove excess water from the pool entrance and shower area
- 12 Sweep excess sand from pool deck
- 13 Clean the pool pump basket
- 14 Check pool filter and schedule cleaning (about once a month)
- 15 Check salt levels and add as needed
- 16 Open clubhouse, hang the flag and change door sign
- 17 Check inside; clean and pick up, insure water heater is off
- 18 Check bathrooms and toilet paper; clean and pick up
- 19 Check trash at Clubhouse, Tennis Cts; empty if needed
- 20 Check beach / Mutt Mitt container
- 21 Check trash at Pool & Beach; empty if needed
- 22 Sweep sand from walkway & picnic tables , rake around fire pits if needed
- 23 Leave anything left in pool area outside the fence so people can access after hrs
- 24 Check Fire pits, clean out if needed.

Close Pool and Clubhouse(around 9:00 PM)

- 1 Turn off solar panel overnight
- 2 Cover pool if temperature overnight will be below 50 degrees
- 3 Clean the 4 skimmers
- 4 Shock pool if needed
- 5 Put robot in the pool and cover the control box
- 6 Change sign to Closed

- 7 Pick up loose toys in the water and pool deck/Put outside fence area
- 8 Roll up all open umbrellas and tie them up / straighten up pool furniture
- 9 Lock pump room and gate
- 10 Turn off all lights and Fans at Clubhouse
- 11 Close and Lock any Open Windows at Clubhouse
- 12 Lock clubhouse and change sign, put the flag inside for the night

DVR Maintenance Calendar

Updated 9/1/2026

All Months

- 1 Check on Supplies/Garbage Bags, Mutt Mitts, Paper Towels, Toilet Paper, Clorox wipes and Dish Soap
- 2 Check "Limited Time Parking " Tickets and Pens
- 3 Trim Branches hanging on Roads
- 4 Clean out debris in road spillways
- 5 Order and install name signs at the entryway as needed.
- 6 Maintain all road signs
- 7 Clean the clubhouse deck of any debris as needed
- 8 Clear leaves and debris from the outside of the clubhouse and playground
- 9 Keep Bulletin boards up to date, clean and organize
- 10 Clean out dead wood on grounds

April

- 1 Place trash cans at the tennis court, clubhouse, mailbox and the beach
- 2 Take Wi-Fi and phone service off of seasonal suspension
- 3 Move the dumpster back to its normal location from the entrance area.
- 4 Schedule Adams to open beach in May
- 5 Blow leaves and debris off the courts & Surrounding Area
- 6 Pump winter Water and debris out of pool
- 7 Plan the Beach opening activities and schedule for May(Adams)
- 8 Schedule resurfacing projects

May

- 1 Open beach install board walk, swing set, fire pit rings, summer beach signs, picnic tables, volleyball net and water bucket.
- 2 Turn on water at the pool to get ready for Home Services to summarize the pool area
- 3 Schedule Home Services for fall winterizing of pool
- 4 Put Tennis net and pickleball nets up for the season.
- 5 Fill the pool prior to home services visit for opening
- 6 Post the pool permit at the pool
- 7 Arrange delivery of Porta John's:1 at the pool and 1 at the beach.
- 8 Turn on the water at the clubhouse
- 9 Move pool furniture back to pool area, hang signs and install railings.
- 10 Clean, floors & windows and organize clubhouse and set up for first board meeting
- 11 Spray for insects at the clubhouse and at the pool area set traps for mice
- 12 Spray for weeds at the tennis courts clubhouse, and pool area
- 13 Contact Republic Services for two dumpsters two times a week and open a third for peak season
- 14 Clean up brush around and put it in piles to be removed and sent to transfer station
- 15 Mow & whack weeds at the entrance, pool, clubhouse and tennis courts as needed throughout the summer
- 16 Power wash where needed pool , tennis courts & clubhouse
- 17 Pump up basketballs and throw out old ones
- 18 Place speed bumps as required for season

June, July and August

- 1 Any of the above as needed,
- 2 Monitor trash activities
- 3 Adhere to daily schedule
- 4 Mow & whack weeds at the entrance, pool, clubhouse and tennis courts as needed throughout the summer
- 5 Spray for insects at the clubhouse and at the pool deck and check traps
- 6 Spray for weeds at the tennis courts, clubhouse, and pool area
- 7 Clean off tables & chairs regularly at pool and clubhouse
- 8 Contact "communications" board member to notify members to take their beach stuff home.
- 9 Mop floors, Wipe down the counters & bar as needed. Wipe off tables and chairs before the meetings.

DVR Maintenance Calendar

September

- ¹ Meet Home Services on the scheduled day to close pool and schedule date for spring opening
- ² Store pool furniture, signs and railings in the clubhouse.
- ³ Close Clubhouse and winterize
- ⁴ Call to have Porta John's picked up for the winner. Pool in September Beach in October.
- ⁵ Contact Republic Services to change to one dumpster open and tie off the others for the winter
- ⁶ Check snow fence, post driver and large black zip tie stock to prep for beach close, list oh who is helping.
- ⁷ Contract winter snowplowing, contact communications board member.
- ⁸ Check on snowplowing activity through the winter
- ⁹ Take down volleyball net
- ¹⁰ Put Clubhouse door sign inside on the side of the refrigerator

October

- ¹ Schedule a date Adams to close the beach. notify operations, staff of date and time.
- ² Move walkway, picnic tables, swing set, fire rings
- ³ Take swings, slide, life ring, & fire bucket to the clubhouse or store in the shed
- ⁴ Put up snow fence
- ⁵ Remove all outside garbage containers and store them in the shed. Keep one at the beach for Mutt Mitts.
- ⁶ Put Wi-Fi service on seasonal suspension
- ⁷ Take down tennis court net & pickleball nets, and swings and store them for the winter.
- ⁸ Prepare roadways for snowplowing and trim low hanging branches.
- ⁹ Leaf Removal, clubhouse, entrance, pool area, around dumpsters
- ¹⁰ Clear leaves from roadway edges and gutters for drainage
- ¹¹ Blow leaves when possible, collect in leaf bags if needed for removal / insure leaf bags are in stock

November

- ¹ Call Republic to have the dumpster moved to the front entrance
- ² Leaf Removal, clubhouse, entrance, pool area, around dumpsters
- ³ Clear leaves from roadway edges and gutters for drainage, spillways

Future Projects

Updated 8/29/2026

Approval

Roads and Grounds

- | | |
|---|-----------|
| 1 Cut out dead trees and remove by mailbox | Committee |
| 2 Trim dead trees and overhanging branches on roads | Board |
| 3 Bigger enclosure for three dumpsters | Board |
| 4 Montgomery gate | Board |
| 5 Widening Montgomery to south | Board |
| 6 Repair broken parts or replace garbage cans as needed | Committee |
| 7 Regrade all the parking areas and along the road between the pool & tennis courts | Board |

Beach

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| 8 new bright orange HD (just do it) bucket to hang at the beach to put out campfires, replace as it gets faded out. | Committee |
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Clubhouse

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| 9 replacing the plexiglass windows with clear plexiglass. | Board |
| 10 Replacing the screens on the doors | Committee |
| 11 Making the threshold at the clubhouse wheelchair accessible. | Committee |
| 12 paint the bar at the clubhouse and have someone paint a mural to cover up the outdated ivy stencil | Committee |

Future Ideas and discussion

Updated 8/29/2026

- 1 Sign reordering, give sign to departing member
- 2 Mailbox bulletin board for Board info only
- 3 project what weeks big reunions are planned for when dumpsters needed
- 4 brush and hinged posts
- 5 coffee and refreshments before Board meetings
- 6 encourage people to greet each other
- 7 keep facilities in good appearance
- 8 deliver rules in person to DVR address annually
- 9 large font rules for billboards
- 10 a rental "host" to "greet" with rules and info
- 11 Hospitality Committee instead of social committee!!
- 12 Welcome new members with a house visit, contact info sheet, rules sheet, provide refreshments at meetings, set up for meetings, etc.
- 13 Make rules sheets more like flyers to pass out & post. Print as needed, easier to read, friendly format
- 14
Investigate the usefulness of the hammock posts at the beach, it might be time to cut them off.
- 15 Check out the shop vac at the clubhouse if it doesn't work, get rid of it and replace with a smaller more manageable size to empty after using.
- 16 Get rid of unused tv sets at the clubhouse