

STAFF DEPARTMENTS

The **Business Manager and Facilities Manager** administer the Association. They manage the rest of the staff on a daily basis, and they are on call at all times to deal with emergencies. The Business Manager handles the mooring reservations and the duties of the Association office, collects monthly assessments and prepares all checks. Checks are approved by the President before they are issued.

The **Maintenance Department** consists of three persons, a working Supervisor, a laborer and a cleaning person. The Supervisor and the laborer keep things working and make repairs to the buildings and equipment. They are responsible for the exterior lighting system and its many timers. The cleaning person cleans all of the public areas including the rest rooms and the clubhouse.

The **Painting Department** consists of a working Supervisor and five painters. Much like the painters on the Golden Gate Bridge they start at one end of the project and when they are through, they start over at the beginning. In January they start in Building 1 and proceed through the buildings in numerical order. They refinish all railings and the exterior wood around windows and doors as needed. They repaint walls as needed. On a schedule they also paint exterior floor areas so that all such areas are painted every three years.

The **Security Department** consists of a working Supervisor and seven guards. At least one guard is present at all times. A second guard, sometimes referred to as the Rover, is employed from Memorial Day until the last weekend in October. Not all of the guards work full time and some only work during the summer months. Their first responsibility is to monitor the fire alarm system and to be on the lookout for fire. Their second responsibility is to make certain all systems such as the salt water system and the sewerage pumping system are functioning correctly. They have a written check list they must follow each shift in making certain the fire alarm and other systems are functioning. They are also responsible for making certain that only persons entitled to be at Hamilton Cove are on the project. They respond to emergencies and they report Incidents such as violations of the rules.

The **Landscaping and Groundskeeping Department** consists of a working Supervisor and four laborers. They collect the trash from the trash cans every day, 365 days a year. They clean and rake the sand every week. They pick up trash throughout the project. They clean the roads in the project every week. They clean the tennis courts and maintain the putting course. They trap and otherwise dispose of rodents. And they do landscaping, cutting, trimming, planting and cursing the deer. They also maintain the irrigation system and its multitude of timers.