

Charter of the Pool Committee

1. **Authority:** Article III of the Articles of Incorporation declares that among the Association's purposes are to promote the health, safety, and welfare of the residents.
2. **Purpose:** To provide a quality pool environment for all members of the Association and their guests.
3. **Membership and Meetings:** The committee shall consist of at least three voting members and a Board liaison. The committee shall meet at least monthly during pool season to supervise the pool's opening, operation, and closing. The committee shall meet as needed during the rest of the year to evaluate the season and the performance of staff and to make necessary contractual recommendations to the Board for the following season. There are no required reports to the Board.
4. **Delegated Powers:** The committee is delegated the authority to supervise the pool's operation within the terms of any Board approved contracts and policy resolutions.
5. **Limitations on Actions:** The committee shall not exceed its delegated contractual and policy oversight powers. The committee shall maintain close coordination with the Maintenance Committee for capital requirements and day-to-day maintenance worker requirements, particularly to ensure a healthy, safe, and clean swimming environment. The committee shall maintain close liaison with the Community Manager and staff to serve as an eyes and ears for performance in the committee's absence.
6. **Knowledge:** Committee members otherwise need possess only common sense, a good sense of safety and customer service, and a feel for organization and efficiency.
7. **Duties and Responsibilities:**
 - a. No later than the end of September each year to conduct an informal evaluation on the pool season and to make notes on required improvements in policy, operation, maintenance, and capital assets before the new season begins. This evaluation shall be in the form of a report to the Board. Establish self-help work plans and make necessary budget and policy recommendations to the Board to accomplish these improvements.
 - b. Ensure that those plans and policy recommendations are integrated into the Reserve Study and are reflected in the capital and annual operating budgets of the Association.
 - c. No later than the end of September each year to make a recommendation to the Board on whether the pool should be self-managed or managed by a pool management company for the following season.

d. To prepare a Statement of Work in sufficient time that the committee can evaluate bids and make recommendations to the Board by its November meeting on the pool operator for the coming season.

e. To ensure that the Board designated and approved pool operator opens, operates, and closes the pool according to Board approved policy resolutions, contracts, work plans, and/or employment agreements. To accomplish such committee members shall observe pool operations at least weekly and hold a formal meeting at least monthly with the operator, more often if necessary to correct deficiencies.

8. Special Issues: None.

9. Effective Date: March 9, 2006

Kathy Owen
Committee Chair

Mike Shigley
President, Board of Directors