

HOA Pool Committee – Charter – Standing Committee

Purpose: The Pool Committee is chartered to advise and assist the Board of Directors. The committee is responsible for researching/interviewing potential pool management companies, securing bids, and making recommendations based on those bids to the HOA Board for review and approval. This committee also coordinates with the selected pool management company, oversees all pool-related work, and provides the HOA board with progress updates. Additionally, the committee monitors the quality/condition of the pool, deck area, the pool house, the bathrooms, and ensures the pool use rules are posted and being followed. The committee makes recommendations for updates/changes to the HOA board as needed.

Meetings:

- The Pool Committee can meet once a month. However, the committee members may decide to meet less. This committee should meet a minimum of eight (8) times a year.
- The committee should determine a set date, location, and time for meetings, create an agenda and issue minutes for each meeting that include attendance.
- A quorum is required to hold a meeting and a majority vote is necessary to make committee decisions. If these conditions are not met, decisions must be postponed/tabled until a quorum can be met.

Membership:

- The Pool Committee shall consist of a minimum of three (3) members to a maximum of nine (9) members.
- All members must be current residents of Vintage Grove.
- Members who miss three (3) or more meetings may be replaced by the committee.

Liaison/Chairperson:

- At the first committee meeting following the annual meeting, the committee selects a liaison/chairperson to serve for one (1) year. The liaison/chairperson may serve more than one term if the committee so chooses. The liaison is the HOA Board's main point of contact. The Liaison/Chairperson **collaborates** with the committee to:
 - Achieve the committee's purpose.
 - Submits names and email addresses of committee members to the HOA Board for approval, noting the liaison/chairperson. The HOA Board secretary shares this information with the community through the management agency website. The management agency will provide/update the committee email.
 - Notify the HOA Board of any replacements/new member changes, including the name and email address.
 - Prepare the agenda, remind members of upcoming meeting, date, and location.
 - Represent the committee or select a member to represent and attend the HOA Board meetings.
 - Maintain committee records, i.e., agenda and attendance.
 - Understand the pool contract as well as local pool regulations.
 - Provide the HOA Board with reports concerning the ongoing work of the hired pool company and the committee.
 - Meet regularly (or committee representative) with the pool company to ensure compliance with the pool contract.
 - Prepare a committee budget to submit to the finance committee, which includes current year pool projected needs and recommendations for future/anticipated needs. Present, or select a committee member to present this budget to the finance committee.
 - Represent or select a representative to the finance committee to build the community budget with a focus on needed pool projects.

Committee Responsibilities:

- Actively engage in achieving the purpose of the committee.
- Attend committee meetings or notify the liaison if you are unable to attend.
- Respond to committee communications in a timely manner.
- Have a general understanding of the pool contract and regulations regarding the pools and work to ensure it is followed.
- Recommend policies that promote the safety and welfare of the pool patrons.
- Work with the committee to make recommendations to the HOA Board concerning the pool/pool area.
- Work within the committee to build the committee budget.

Signature of Board President/Secretary

Eric Ferguson, *Annette Hall*

Date *9/6/2023*