

**Kingstream Community Council  
Pool Committee Charter**

As Article V of the Kingstream Community Council Declaration of Covenants, Conditions, and Restrictions provides the Board of Directors with the authority to adopt rules and regulations on a variety of matters, the Board of Directors hereby adopts the following committee charter to outline the roles and responsibilities of the Pool Committee:

**Purpose:**

The purpose of this committee is to review, advise and assist the Board and management company in problem solving, identifying issues, and making recommendations for improving and enhancing the Kingstream Community and to maximize the benefits of the pool facilities to all residents of the community and to encourage community participation by all members in the Association's pool events.

**Members:** Any member in good standing with the HOA may volunteer to serve on the committee. Committee members shall be appointed annually by the Board of Directors. Committee members may be removed or replaced at any time at the discretion of the Board of Directors. The committee shall consist of at least three and no more than five members. The committee chairperson shall typically be a voting member of the Board of Directors who shall act as a liaison with the Board of Directors and property manager.

Committee members shall receive no compensation for services rendered other than reimbursement for any expenses incurred by them in performing their duties. Committee members shall keep in mind they have volunteered to serve in the best interest of the entire community. The committee's primary role is not to establish policies, but rather to provide information and options to enable the Board to make fully informed decisions for the Association. Though Committee members do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.

**Meetings:**

The committee shall meet as often as necessary to complete its assigned responsibilities. Committee meeting dates shall be published at least one week in advance, and open for any KCC homeowner to attend. Minutes shall be taken at the meeting, provided to the Board and property manager within 60 days and saved in the association's books and records. Any Committee vote that results in a tie will be determined to have failed. The Committee is expected to have representation at all Board meetings and the Annual HOA meeting.

**Duties and Responsibilities:**

Administrative-For Board and Property Manager

- a. Determine rules, regulations and policies for the pool area and recommend them to the Board for approval. Review annually to keep policies current.
- b. Develop an annual pool calendar to be published to the association and approved by the Board.
- c. Informally solicit input from residents on pool usage and monitor usage with existing pass system.
- d. Administer Board's Operational Contract with the swim team.

- e. Maintain an inventory count of all pool furniture, including chairs, tables, lounges and umbrellas.

Operational-Primary contact is with property manager

- a. Work with the property manager to ensure pool passes are up-to-date for HOA and easement members for the upcoming pool season.
- b. Work closely with the lifeguards, the pool management company and the property manager to oversee the daily operation and maintenance of the pool.
- c. Report to the property manager any unsafe conditions or occurrences at the pool.
- d. Conduct periodic checks on lights in and around the pool house, pool, and parking lot to ensure they are in working order and change bulbs or report the need for professional help as appropriate.
- e. Conduct periodic checks on doors and gates to ensure that locks are secured and in working order where appropriate.
- f. Monitor water usage.
- g. Review the spring punch list of repairs and supplies.
- h. Meet with the pool management company and property manager annually to discuss needed repairs.
- i. Attend the pre-season lifeguard orientation.

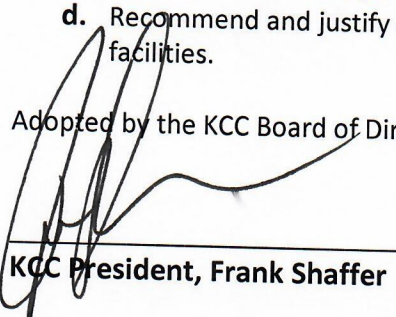
Planning- For both Board and Property Manager

- a. If a new pool management company is required, work with the property manager to seek bids from at least three companies and conduct interviews. Provide summary of results and a recommendations to the Board.
- b. When applicable organize, promote, coordinate and conduct pool events in cooperation with other Committees.
- c. Make end of year recommendations to the Board of Directors in regard to any required repairs to the pool area and pool house.
- d. Recommend and justify capital improvement projects for improving and developing the pool facilities.

Adopted by the KCC Board of Directors

2/15/18

Date

  
KCC President, Frank Shaffer