

# **Charter for the Pool Committee of the Waters Landing Board of Directors**

## **References**

- a.* Declaration of Covenants, Waters Landing Association, Article VII, Section 1
- b.* Declaration of Covenants, Waters Landing Association, Article VII, Section 7
- c.* By-Laws of Waters Landing Association, Article V, Section 3, paragraph (k)

1. **Purpose.** To advise and assist Board of Director and HOA office in oversight of pool rules, maintenance and function.

2. **Background.** The Board of Directors may designate committees and appoint its members, as identified in ref. (c). To this end, the Board of Directors is establishing a special committee to help oversee pool usage and associated functions. This committee is named the Pool Committee and will work with designated liaison(s) to the Board.

3. **Membership.** The Board of Directors shall appoint the members of this committee. This committee shall consist of at least 3 and not more than 5 members. The Swim Team may have one member of their choice on the Committee. The Community Engagement Committee may have one member of their choice on the committee. Each member shall be both a resident and an owner of WLA and shall serve for as long as the Board designates. Once appointed by the Board, the committee will have a first meeting for organizational purposes and elect by majority vote from its members at least 3 officers: a Chairperson, a Deputy- Chairperson and a Secretary. If the committee does not elect these officers the Board will designate these officers from the committee membership. The officers will have the following (but not limited to) responsibilities:

a) Chairperson

- a. Acting to oversee orderly meetings
- b. Ensure the regular and continued progress of the committee's assignment
- c. Report progress/activity of the committee to the Board

b) Deputy-Chairperson

- a. Assist the Chairperson in these functions
- b. Act as substitute Chairperson, if necessary

c) Secretary

- a. Keep accurate minutes of this committee's meetings
- b. Keep a record of the steps taken to research the assigned task

c. Ensure that the actions of the committee are published in a timely manner to the Board and the Waters Landing community

4. **Assigned Task.** Responsibilities for the Committee may include, but not limited to:

- a) Monitoring pool usage, maintenance and equipment of the pool and report to the HOA office with recommendations and/or concerns;
- b) Monitoring the adherence to the Pool Rules, which are posted inside the pool area;
- c) Monitoring the pool area for hazards, broken or damaged equipment or fixtures and report to the HOA office;
- d) Monitoring the pool area to keep clear of debris and trash (other than normal day to day);
- e) Offer solutions to resolve any issues that may arise regarding pool usage;
- f) Reviewing the pool rules and regulations annually and present recommendations for changes to the Board for consideration.

5. **Meeting Frequency.** This Committee will meet as often as it decides but not less than once a month. The meetings will be open in accordance with the recommended guidelines of the Maryland Commission on Common Ownership Communities (CCOC) and as defined by CCOC. Open meetings will be announced timely to the Waters Landing community. However, independent research at other locations such as government offices, other associations, interviews, etc. will not be considered open meetings and may be conducted privately. These independent research events will be recorded by the Secretary and reported openly at the first following open meeting of the committee and to the very next open Board of Directors meeting. This committee is assigned to inform and advise the Board of Directors or designated liaison(s) on its proposed activities and budget requirements.

6. **Records Management.** All records created in preparation for, and as a result of, the Committee's assignment will be stored in a designated area available to Board of Directors and its managing agent.

7. **Status Reports.** The Committee will regularly inform the Board or designated liaison(s) of their progress in a manner it deems necessary. Additionally, the officers will prepare a summary report of their progress and will deliver it to the Board of Directors at the monthly Board meeting. It is recommended that the committee communicate regularly with the Board liaison.

8. **Duration.** This committee shall run from April through October and continue until the Board has agreed, by majority vote, that it has completed its work and/or will be disbanded.

10. **Annual Reauthorization.** If the committee continues past its first calendar year, the Board will decide, by majority vote, at least once each year thereafter to acknowledge the committee and authorize it to continue its assigned task.

11. **No Independent Governance or Authority**. This committee is an advisory group to the Board of Directors and has no independent authority to act, enforce or instigate of its own volition without the approval of the Board.

12. **No Guarantee**. The Committee's findings, conclusions and suggestions will be considered as advice and will not be binding on any party. The Board provides no guarantee that it will adopt or follow the committee's advice. This committee is hereby established this day by the Waters Landing Board of Directors

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By \_\_\_\_\_

Date \_\_\_\_\_