



Highlands Homeowners Association Pool Committee Charter REV 8/30/23

Committee Purpose:

The pool committee will work to provide recommendations for the Board of Directors regarding pool rules, pool operations, hours of operation, budget and purchasing needs.

- The Committee is staffed by volunteers from the neighborhood, *in good standing with the HOA*. The number of volunteers may vary due to the needs and/or responsibilities of the committee. Vacancies are filled by existing member suggestions, from the neighborhood. New committee members must be voted on and approved by majority vote by existing members of the Committee.
- The Committee shall elect a Chairperson (or Co-Chairpersons) by majority vote and subsequently approved by the Board of Directors. The candidate Chairperson(s) must have been a Pool Committee member in good standing for at least 1 continuous year before considered for the position. *The Committee Chairperson(s) shall have a term of no more than 3 years, with a Committee majority vote and subsequent Board approval required for a 'new' Chairperson(s) at the end of those 3 years. There are no committee term limits and the same Chairperson may serve additional terms, but only after a committee vote and Board approval.*
- Areas of responsibility managed by this Committee include all assets within the black fencing on the 8400 property. These assets include oversight of the pool, pool deck (including pump houses/mechanical rooms), the lifeguard breakroom (and adjacent storage room), bathrooms, and snack shack.
- The activities and expenditures of this Committee are presented to the Board for approval prior to execution. Actions are developed from residents' input, the Board, proactive audits by the Committee, and items outlined in the most recent capital reserve document. All charges for all activities are invoiced to and paid for by ACS West for the HOA, who also maintain all financial records.
- The Committee shall frequently and fully report its activities to the Board during regularly scheduled meetings of the Board of Directors. This report will be posted on the Highlands Community webpage after the scheduled meetings.



- Immediate communication with ACS West shall be required for all items deemed of an emergency in nature which may involve the health, safety, and welfare of the pool facility.