

- I. **TITLE:** **POOL COMMITTEE CHARTER**
- II. **COMPOSITION:**
- A. The Committee will be composed of up to five (5) voting members and two (2) alternates. Committee members and alternates must be a citizen or titleholder in King Farm and be in good standing. The President of the King Farm Citizens Assembly (“President”) shall appoint all members of the Committee subject to the concurrence of a majority of a quorum of the Board of Trustees (“Board”). Alternate members may be considered voting members when replacing regular members. A majority of the members shall constitute a quorum. No absentee or proxy voting is allowed. From time to time the President may appoint representatives from various interest groups to participate in a non-voting capacity.
- B. **CHAIRPERSON:** To be elected by the Committee members.
- C. **VICE CHAIRPERSON:** May be appointed by the Chairperson until the next meeting when they shall be voted on and approved by the committee.
- D. **SECRETARY:** May be appointed by the Chairperson until the next meeting when they shall be voted on and approved by the committee.
- E. The Vice Chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the Secretary shall act as Chairperson pro tempore.
- III. **TERMS OF OFFICE: :** The term of office of each member shall be for two (2) years beginning on January 1 and ending on December 31 of the following year. Appointments will be made each year at the November Board meeting.
- IV. **REMOVAL OR RESIGNATION:** Any Committee member or alternate may be removed, with or without cause, by the President subject to the concurrence of a majority of a quorum of the Board. Any members of the Committee who fail to attend three (3) consecutive Committee meetings or any four (4) Committee meetings in a twelve month period shall be deemed to have resigned. Any Committee member may resign for any reason and any Committee member who no longer qualifies as a Citizen or Titleholder in King Farm shall be deemed to have resigned. For any vacancies occurring in mid-term, for whatever reason, the President will make appointments subject to the concurrence of a majority of a quorum of the Board. The person so appointed shall remain on the Committee for the unexpired portion of the term of the Committee member replaced.

IV. **AUTHORITY:** This Committee functions as advisory to the President and Board, and has only that specific authority granted to it by the Board to accomplish actions as requested by the Board. Under no circumstances shall the Committee Chairperson or Committee members give direction to any King Farm Citizens Assembly (“Assembly”) or Community Manager Personnel in dealing with Committee matters. Primary contact for information gathering purposes shall be with the Community Manager. In addition, no personal gain shall accrue from service on an Assembly Committee. Any member violating these guidelines shall be removed from the Committee.

V **REPORTS TO:** The Committee is advisory to the President and Board. The Committee shall submit a copy of all of its minutes to the Board and to the Community Manager. Verbal reports may be made at Board meetings

IV **RESPONSIBILITIES:**

- Review Rules and Regulations periodically for use of the pool facilities defined above and make policy recommendations to the Board of Trustees and operation recommendations to the Community Manager
- Informally solicit input from residents on pool usage
- Regularly inspect pool facilities and review operations with particular stress on safety
- Monitor and evaluate the effectiveness of the Community Manager in the exercise of their oversight of the pool facilities and the pool management company
- Review for appropriate action any reports of deficiencies in pool operations
- Recommend and justify capital improvement projects for improving and developing pool facilities