

# King City Civic Association

## COMMUNITY POOLS COMMITTEE CHARTER

### **Purpose:**

- The Pool Committee (CPC) is a standing committee of KCCA and it reports to the KCCA Board. Its role is to ensure the quality and long-term maintenance of the KCCA Aquatic Center and outdoor pool.
- The CPC is charged with monitoring the physical condition of the outdoor pool and the Aquatic Center, including the building.
- The CPC is not responsible for the surrounding hardscape, such as sidewalks and parking lots, fences or the landscape surrounding the two pools, which are the responsibility of the House Committee. However, the two committees will have the ability to work together and provide assistance to each other when exploring and using vendor resources.

### **Responsibilities:**

Working with the Administrator and Maintenance Supervisor, the CPC will:

- Will regularly monitor and recommend measures for the routine, preventative and corrective maintenance for both the Aquatic Center and outdoor pools and provide advisory input and recommendations to ensure the health, safety, and welfare of the residents and their guests
- Serve as the point of contact for KCCA residents regarding pool issues
- Will regularly monitor and recommend measures for the routine, preventative and corrective maintenance of the pool security key card access, sign-in process and assist in selecting the key card vendor
- Periodically review the maintenance vendor for quality and cost
- Assist in the developing maintenance plans for the pools, as described in the most current KCCA Reserve Study
- Assist with proposal and bidding of Reserve projects
- Develop and monitor a reserve capital improvement program to be presented annually, or as needed, project related or otherwise, to the Budget/Finance Committee
- Assist in the selection and maintenance of building equipment and infrastructure, including furniture, fixtures, and interior design finishes
- Maintain, revise and recommend to the Board, as necessary, Rules and Regulations, including education and enforcement protocol
- Monitor and recommend pool signage as needed or required by State law
- Monitor and recommend pool hours of operation as it relates to age groups and use & closures
- Recruit, train and manage Pool Capital Improvement Oversight Members who will assist in:
- Monitor pool furniture is cleaned and stored properly at the end of each outdoor pool season and the outdoor pool is left in clean and organized condition
- Assist with bidding and proposal process

- Recommend pool information to be included on the KCCA website including:
  - New resident orientation to acquaint new residents with the pools
  - Realtor information to assist with facility viewing for prospective buyers
- Pool Marshal Program
  - Recruit, train and manage Pool Marshalls, including defining the role and responsibilities of the Marshalls and oversight and evaluation of the Pool Marshall program
  - Report non-compliance rule concerns/issues to the Administrator or Maintenance Supervisor
- The CPC is responsible for following appropriate laws and KCCA's governing documents including but not limited to KCCA Resolution 2012-310 "Committees Serving the Board of Directors".

**Membership:**

- CPC members must be approved by the Board annually.
- As a standing committee, the CPC will be chaired by a Board Director or Board Designee. The Board Chair shall recommend members to serve on the committee.
- The KCCA Board Director chairing the CPC will act as liaison between the Board, Administration, and the committee.
- The Committee Chair may appoint a vice-chair who will serve when the Chair is not available and a secretary who will record and submit minutes of meetings.
- The CPC shall consist of not less than 3 resident-members, and a maximum number of resident-members as defined by the needs of the committee
- The committee shall consist of no more than two (2) Board Directors.
- A Committee member shall be considered inactive when without good cause, fails to attend three (3) consecutive meetings or fails to maintain 80% attendance
- A committee member may choose to resign at any time
- Length of tenure and/or consecutive term options for committee members will be defined by the need of the committee
- The Committee shall act on a consensus basis. All resident members can vote. In the case of a tie decision, the vote will be resolved by the Committee Chair

**Meetings:**

- The CPC shall meet monthly or as often as necessary to meet its monitoring and maintenance obligations.
- All CPC Committee meetings are open to KCCA members and will take place on KCCA property.
- Minutes to be recorded and reports generated to be submitted as described below.
- The Chair of the CPC shall report committee findings and recommendations to the KCCA Board monthly and will provide to the KCCA Administrator copies of the most recent meeting minutes that can be accessed by Board Directors and KCCA resident-members on the KCCA website, [www.mykcca.com](http://www.mykcca.com).

**Minutes and Reports:** (per Resolution 2012-310)

- A. Minutes -
  - The committee secretary will prepare minutes of the meeting and submit them to the Association Office within 3 business days following each meeting (see 2. Below)

- Committee minutes must be approved by the committee Chair or Vice-Chair and clearly labeled “Approved” before submission to the Office for posting on the website and Clubhouse bulletin board
- B. Reports -
  - The CPC Chair has the option of providing a written report to the Board and/or reporting verbally on committee activities at a Board meeting. Recommendations and findings that require Board action must be provided to Board members, along with facts and rationale related to the proposed action, prior to the Board meeting

The CPC Charter is hereby accepted by the KCCA Board of Directors on November 12, 2019.

APPROVED