



BOARD OF TRUSTEES POOL COMMITTEE GUIDELINES March 2023

References:

- a. Article IV of the Crosspointe Declaration of Covenants, Conditions, and Restrictions
- b. Crosspointe “*Statement of Principles to Govern Contracting for Services, Supplies, and Construction*”, adopted March 11, 1996
- c. Crosspointe Swim & Racquet, Inc. Policy Resolution Number 2000-01-01”, dated January 10, 2000.
- d. Article VII of the Bylaws of Crosspointe Swim & Racquet, Inc¹
- e. Article VIII of the Bylaws of Crosspointe Swim and Racquet Inc.²
- f. Crosspointe Swim and Racquet, INC; Pool Rules and Procedures; Summer 2019³

BACKGROUND

Crosspointe Swim & Racquet, Inc. is responsible for the management and control of the common areas and recreational facilities owned by the community. The Board of Trustees (BOT) created the Pool Committee to advise and assist in the management of the Pool facilities which are for the recreational use of Crosspointe residents, Associate Members, and their guests.

This document and Appendix 1 consist of general guidelines for the Committee to advise and assist the BOT in the management of the Pool facilities. The document is for guidance only, and does not create rights in third parties which do not otherwise exist. The detailed operating procedures are described in reference as written by the pool committee and approved by the Board of Trustees.

The Board of Trustees has the right to remove any member with or without cause.

COMMITTEE RESPONSIBILITIES

The Pool Committee advises and assists the BOT in developing and administering an ongoing program to maintain and enhance Crosspointe’s pool facilities.

The Pool Committee, in exercising its responsibilities, performs tasks which may include but are not limited to the following:

- a) Planning and implementation of the pool management contract. The Committee

¹ Provides that the Board of Trustees (BOT) manages the affairs of the corporation.

² Authorizes the BOT to appoint committees to carry out the BOT’s purposes.

³ Describes the Crosspointe pool operating procedures and provides a guide to request special event reservations.

approves routine maintenance contracts for amounts up to \$1,500 for signature by the Community Manager. The Committee makes recommendations to the BOT for contracts and purchases that exceed the \$1,500 threshold. Notwithstanding this provision, the Pool Committee will have the authority to make small purchases necessary for routine repairs, maintenance and replacement of supplies and equipment. Reimbursement will be facilitated using practices directed by management.

- b) Recommendations, to the BOT, for the total number of associate memberships and their annual fees.
- c) Preparation and submission to the Budget & Finance Committee (BFC) of the annual pool budget.
- d) Overseeing pool operations, maintenance, safety and the general material condition of the pool and the associated infrastructure.
- e) Development and implementation of rules deemed necessary to provide equitable usage of pool facilities to Residents and Associate Members. These rules may include, but are not limited to, access to pools, membership requirements, guest usage policy and conduct of persons using the facilities, I.D. card registration policy and conduct of swimmers and others using the facilities.
- f) Coordination with the Crosspointe Cruisers Swim and Dive Team as pertains to the Memorandum of Understanding between the two entities, subject to the Board of Trustees approval.

The Pool Committee interfaces with the Crosspointe Community Manager whose responsibilities include:

- a) Ensuring necessary Repair, Maintenance & Supply tasks are accomplished.
- b) Arranging contractor or Volunteer Support (Electrician, Carpenter, plumber, Materials required for pool operations, etc.) to complete the work.
- c) Interfacing with Pool Management Contractor for the day-to-day maintenance of the pools / bathhouses.
- d) Overseeing the accomplishment of funded Capital Reserve & Capital Improvement Projects.
- e) Seeking multiple bids for major projects, in coordination with the Pool Committee, and provide the recommendations through the Pool Committee and the Budget and Finance Committee for approval by the Board of Trustees prior to contract signature.
- f) Including the Pool Committee Budget in the Community Annual Budget Submission for Repair, Maintenance & Supplies, Capital Reserves, and Capital Improvements.
- g) Maintaining an official file of Pool Committee documents submitted by the responsible Pool Committee Members in the community's online document repository on the website.

- h) Providing input to the Condition Assessment & Reserve Fund Plan.
- i) Preparing the monthly budget updates and submitting to the Pool Committee for review.

COMMITTEE MEMBER DESCRIPTIONS

The membership of the Committee shall be comprised of the following:

- a) Voting members. Any resident, or Associate Member, in good standing who expresses an interest in managing the community’s pools is entitled to voting membership. After attending one meeting the new member can vote at the second consecutive meeting. Any voting member who misses three consecutive meetings will have their voting membership declared vacant, without vote of the committee, and must meet all requirements listed above for reappointment to voting membership.
- b) Non-voting Members. A representative of another Crosspointe Committee or subcommittee is entitled to non-voting membership status on the Pool Committee. Such members may introduce agenda items and fully participate in all discussions pertaining to their committee or subcommittee. All Pool Committee Members without Voting Member status are also included in this category.
- c) Pool Committee Members will recuse themselves from voting when there is a conflict of interest in doing so, (*i.e., Pool Committee Members who have children working for the Pool Management Contractor, voting for bonuses for lifeguards; Associate Members voting on associate memberships fees, etc.*)
- d) Quorum. One half of the total number of voting members plus one additional member constitutes a committee quorum.

CHANGES AND AMENDMENTS

This document may be changed or amended by Committee vote, subject to the Board’s approval.

Date: _____

Signed: _____
Chairperson, Pool Committee

Approved:

Date: _____

Signed: _____
President, Board of Trustees

Appendix 1: Pool Committee Guidelines; Member Responsibilities; March 2023

APPENDIX 1
POOL COMMITTEE GUIDELINES
MEMBER RESPONSIBILITIES
May 2023

GENERAL

This appendix contains the duties and responsibilities of the pool committee members. These guidelines do not create rights in third parties which do not otherwise exist.

MEMBERS

Voting Members

Committee Chairman
Committee Vice Chairman
Recording Secretary
Pool Furniture Manager
Swim and Dive Team Representatives
Budget Formulation
Residents and Associate Members who attend 2 consecutive meetings

RESPONSIBILITIES

Chairperson

Upon recommendation and voting approval by the Committee, the Chairperson of the Pool Committee is then approved by the Board of Trustees (BOT) for a one-year term. In the event of a vacancy in the position of Chairperson, the vacancy shall be filled by the Vice-Chairperson and the Vice-Chairperson's position will be filled following an election by the Pool Committee.

Vice-Chairperson

Upon selection or as a volunteer, the Vice Chairperson will assist the Chairperson and act in place of the Chairperson when necessary on a temporary basis. In the event the Chairperson is no longer able to continue as a member of the committee; the Vice Chairperson will be elected by and from the voting membership to serve on a permanent basis or until he/she relinquishes the position. Only Crosspointe homeowner residents can serve in the Chairperson / Vice-Chairperson capacity.

Chairperson and Vice Chairperson in succession are responsible to:

a) Develop the monthly agendas for the Pool Committee Meetings and supervising the Committee activities and meetings to assure that Committee responsibilities are met.

b) Represent the Pool Committee interests and answering pool related questions at the monthly BOT meetings and making presentations at Crosspointe Homeowners Meetings.

c) Ensure funds are properly utilized in accordance with current Crosspointe guidelines, and that funded material and equipment (furniture and other enhancements) are ordered and procured prior to opening day of the pool season.

Recording Secretary is responsible to:

a) Submit committee coordinated Crosspointe Chronicle articles with pictures:

Jan/Feb: Requests for Lifeguards
Mar: Registration Procedures & Dates
April: Registration Updates
May: Registration Procedures, Notes and Reminders, Meet the Guard Staff,
Pool Hygiene and Safety
June: Welcome Back to the Pools, Notes & Reminders, Pool Hours
July: Pool Hours, Crosspointe Alumni Privilege
August: Fall Weekend Hours, Neighborhood Pool Party Synopsis
Sept/Oct: End of Season Wrap-up

b) Update and post the Committee roster.

c) Record the minutes of all Committee meetings, maintain written documentation on Committee decisions and perform other functions in support of the Chairperson and representatives.

d) Minutes from committee meetings will be drafted and electronically distributed to all committee members prior to the next committee meeting.

e) A copy of the electronic draft minutes will also be sent to the Community Manager, for inclusion into the BOT Read-Ahead packet.

f) In addition, the Recording Secretary will assist the Community Manager in maintaining an official file (contained in the community's online document repository) of all meeting minutes, budget submissions, pool rules, chronicle pool articles, pool management contracts, and other official pool committee documentation.

g) These documents will be kept on file in the community's online document repository on the website for reference purposes

Pool Furniture Manager is responsible to:

a) Maintain the furniture inventory for Glen Eagles and Oak Chase pools. This includes furniture utilized at the pools both on deck and in the guards' offices. The furniture includes lounges, chairs (all types), umbrellas, umbrella stands, fiberglass tables, wooden picnic tables, grills, benches (wood and metal) and refrigerators / microwaves (excludes Swim Team freezers).

- b) Recommend the maximum quantity for each type / style of furniture per pool based on the furniture needs of each pool.
- c) Review and reset the maximum quantity per style of furniture as needed every year to ensure the needs of the pools are being met.
- d) Maintain the furniture placement layout on both pool decks. Layouts shall be maintained in the Pool Committee binder and provided to the Pool Management Contractor as a reference tool in preparation for the opening of pool season.
- e) Identify furniture at both pools that needs to be refurbished and /or replaced prior to pools closing for the season.
- f) Recommend to the pool committee the needs and the cost for the upcoming season.
- g) Ensure furniture is ordered and in place NLT one week prior to pool season opening.

Budget Formulation is responsible to:

- a) Prepare and submit an annual budget request to the Budget and Finance Committee.
- b) Interface with the Budget and Finance Committee to defend committee budget requests and/or discuss / resolve other financial related policy issues, as required.
- c) Interface with Community Manager Staff concerning payment requests, pool account balances and execution status as required.

OPERATIONS

Meetings.

- a) Normal meetings of the Pool Committee will be on the first Tuesday of each month starting at 7:00 PM in the Community Center.
- b) Regular meetings shall normally be held monthly between March and October, but not less frequently than once a quarter.
- c) The Chairperson may call committee meetings as necessary to carry out assignments and responsibilities. A meeting may also be called upon the request of 25% but no less than three (3) voting members.
- d) Subcommittee meetings are to be held as necessary to complete assigned responsibilities, but less frequently than semi-annually.

e) All Committee and Subcommittee meetings are open to any Crosspointe Swim and Racquet Club member.

f) If a special meeting is needed, all community members will be notified in the event of a special meeting at least three (3) days in advance of such meeting.

Direct Resident Input.

a) A time for direct resident input will be included on the agenda of each regular meeting of the Committee. The order and duration of resident input will be determined by the Chairperson and announced at the beginning of each meeting. If sufficient time is not available to hear and discuss all the desired inputs, a special meeting will be scheduled within ten (10) days to complete the discussion.

b) For major issues, the Chairperson may limit discussions to appropriate time periods to enable maximum participation. Residents who desire to provide input should submit an agenda item in advance to the Pool Committee Chairman and Community Management Contractor to enable the meeting to be properly organized.

c) All written proposals or petitions must be submitted ten (10) days prior to a meeting to be considered at the meeting.

d) Resident input to Subcommittee meetings will be appropriate to the business at hand as determined and controlled by the Subcommittee Chairperson.

Subcommittees.

a) The Pool Committee can establish subcommittees to accomplish specific functions.

b) Subcommittee membership may include any members interested in the specific function.

c) The Subcommittee members, subject to the concurrence of the Pool Committee, select the Chairperson.

d) Subcommittees will receive general direction and guidelines from the Pool Committee.

e) Periodic reports are submitted when requested by the Pool Committee or when the subcommittee deems it appropriate.