

WESTHOLLOW VILLA TOWNHOMES ASSOCIATION

POOL & PET PARK COMMITTEE CHARTER

The Westhollow Villa Townhomes Association (Association) Board of Directors (Board) has authorized the creation of the Pool & Pet Park Committee (Committee). This Charter is designed to provide the Committee with goals and guidelines to follow and to clarify the roles of committee members, Austin Properties (Manager), and the Board.

PURPOSE:

The purpose of this committee is to ensure the community pools and pet parks are safe and well-maintained, to maximize the benefits for all residents of the community.

GOALS:

To assist in providing a safe, sanitary and enjoyable pool & pet park experience by monitoring the physical conditions, and surroundings, of the pools and pet parks, as well as the performance of the pool contractor. Day-to day supervision and direction of the contractor should be handled via the Manager.

COMMITTEE STRUCTURE AND TERMS:

The Committee will be chaired by a Chairperson, nominated by the Committee. Those volunteering for the chairperson position should be willing to commit at least one year in that position, but may resign at any time. The Committee should be comprised of two to five community member volunteers, including the chairperson. The Association member must be in good standing if they wish to serve on the Committee. Names should be submitted to the Board of Directors for final approval.

SPECIFIC RESPONSIBILITIES:

The Committee's specific responsibilities include:

- Monitor pool furniture to ensure it is maintained in acceptable condition to be used by residents.
- Reviewing and recommending cost saving measures for the Association.
- Observe lighting issues in designated areas.
- Monitor poop stations, to ensure supplies are available, and that furniture in the pet parks is maintained in acceptable condition.
- Report repairs needed in any of the above designated areas to the Manager. Make recommendations to the Board when warranted.
- The Committee is expected to maintain regular communications with the Board. The Committee chairperson, or his/her alternate shall attend any Board of Director meetings when warranted.

MEETINGS:

Committee meetings will be scheduled as needed, or at the discretion of the Committee Chair. The Committee will keep informal minutes of those meetings, describing topics discussed, believed action items and suggested improvements.

AUTHORITIES:

All committee members shall serve at the will of the Board. Formation of all committees requires the approval of the Board. The Board has the right and authority to disband and discontinue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member with or without cause. The Board may delegate limited authority to the Committee, in writing, and these authorities may change at any time in accordance with the desires of the Board.