

## **Roudebush Farms POA Board Meeting Agenda**

**September 7, 2010**

### **Members in Attendance:**

Sara Carrington, Linda Hite, Emily Martin, Janet Condry, Danny Alberts

Emily reviewed pool information she had received from the West Harbour neighborhood. They employ their own lifeguards & pool manager. They have each family complete an information card at the beginning of the season which lists who will be using the facility. Children 10 and under must have an adult with them.

Marsha Hackenberg from Roudebush Woods had emailed out a document outlining proposed duties and responsibilities of the Joint Pool Committee (JPC). Tonight we will review each item of that document.

Expectations for pool committee:

1. Establish Appropriate Annual Dues: There has been some discussion and confusion over the phrase “establish appropriate annual dues”. The JPC does not establish annual POA dues, but rather communicates to the Board the cost of operating the pool. The JPC needs to establish an appropriate pool budget by Nov 15 for the following year.
2. Establish a Guest Policy: We already have a guest policy in place which is working well. The JPC should review and make recommendations as needed. RF would like to implement a Household Info card to be kept on file at the pool. The card will list the names and ages of all children in the household that will be using the pool. If an issue comes up where a lifeguard questions a child’s age, the card will be used to verify. Cards can be sent out or be available at the pool.
3. Establishing Hours of Operations: Pool manager or lifeguards should complete an hourly headcount from the beginning of the year. This information can be used to help determine the best hours for operating the pool. The JPC should establish operating hours and those hours should be set for the same time for every day of the pool season. We already have closing policies (unrelated to weather) in place, however they were not followed well this year.
4. Establishing a Lifeguard Policy: The lifeguard policy included in our Bauserman contract was good, however it was not enforced. It will no longer be acceptable for guards or the pool manager to directly violate state laws or our management contracts. The pool manager should be a certified lifeguard.
5. Establishing a Rental Policy: We need to rent the pool at cost or not rent it at all. It suggested that the pool not be rented but instead the screened-in porch only may be reserved so the community pool can continue to be used by all members of the community. Pilates should no

longer be allowed. For-profit businesses cannot be operated at our not-for-profit community pool. Also there has not been a lifeguard on duty during Pilates. The pool and pool building should be closed to everyone during non-pool hours.

6. Contracting with Providers: Any management contracts need to be enforced. This year we had several items that the pool manager asked volunteers to take care that were already covered under our paid contracts.

A. Pool Maintenance: Reporting pool maintenance issues is not the responsibility of residents. The Pool Manager will note any additional repair items as needed. Inspections of the pool and equipment should be included in any management contracts.

A hired (licensed, bonded & insured) repair person should be hired to handle repairs. One JPC member will serve as a maintenance contact for the pool manager. Each community can purchase a gift card for miscellaneous expenses. Any repairs under \$100 should be coordinated with the maintenance person and pool manager and taken care of with the gift cards.

B. Liability Insurance: We already have liability insurance. No additional coverage is needed.

#### Other responsibilities for the JPC

Anyone volunteering on the JPC is a representative of our neighborhood. Personal opinions are welcome; however your ultimate role is to communicate the opinion and decisions of the Board to the JPC.

Water, gas, and sewer service to the pool needs to be discontinued (not just shut off) within one month after the pool is winterized. We are incurring monthly bills around \$150 for utility services on a building that is winterized. JPC is responsible to turn off utilities by Sept 30.

Grass maintenance needs to be quoted by Pool Committee. We are currently paying a flat rate of \$176.92 per month. Mulch is an additional charge. Grass is currently being cut March-November. This cutting schedule is excessive and needs to be revised.

#### Additional notes

We received a bill for pool expenses. It was adjusted and paid to reflect the appropriate amount.

Further meetings will be held by the RF Pool Committee to identify the responsibilities for the pool manager.