POOL COMMITTEE CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION (DVCA)

PURPOSE:

To ensure that the community swimming pool is well-maintained and safe for the use of DVCA residents.

GOALS:

- To provide a safe, sanitary, and enjoyable pool.
- To improve the physical condition of the pool and its environs.

MEMBERSHIP:

- The committee shall consist of three or more members representing the community and a chair, all being appointed by the Board of Directors. The committee is encouraged to make recommendations to the Board for both.
- The chair and the members of the Pool Committee are appointed by the Board of Directors to serve three (3) year terms.
- No member of the Board of Directors shall serve as Chair of the committee. However, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.
- It is recommended that no more than one member of a household be a member of the committee.
- Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms on the committee.
- A committee member may choose to resign at any time.
- The committee may invite friends of the committee to volunteer, to assist, and advise the committee on special projects.

RESPONSIBILITIES:

The Pool Committee will be responsible for anything that has to do with the pool as far out as the perimeter of the fence. This will include weed pulling in the beds. It will include the pool sensor lights on the clubhouse, pool heater and chemical sheds, pool equipment, furniture, replacement of pool post lamps, pool fence, etc.

MAINTENANCE

- Contract each year (or two to three years) with a pool operator holding a valid pool license.
- Oversee the pool operator.
- Maintain the pool cover in good repair and replace when needed.

- Arrange for pool maintenance and repair.
- Maintain the pool furniture in acceptable condition to be used by residents.
- Store the pool furniture and ladders at the end of the pool season.
- Coordinate pool activities, policies, and storage with the Clubhouse Committee.
- Review Rules and Regulations - Part 5 - Pool Rules, considering any applicable local regulations and the needs of the community and recommend to Board any needed changes.
- Post the pool rules in the clubhouse and in the pool area.
- Publish the pool Rules and Regulations in the Deerlake Diary prior to opening of the pool each year.
    - Committee chair or a committee member will attend the yearly inspection and post the certificate.
    - Distribute pool keys and wristbands to new residents including a copy of the pool rules and policies, and distribute by request for replacement to current residents.
    - Create a schedule for committee members to volunteer for regular duties, including blowing/sweeping of pool deck, wiping of tables and chairs, checking restroom supplies and cleanliness, and keeping statistics of pool usage.

SUPPLIES AND EQUIPMENT

- Purchase chemicals needed for the pool season and arrange for their safe storage.
- Purchase replacement and/or repair pool furniture and other pool equipment as budgeted.

MEETINGS:

- Meetings will be scheduled as needed.
- The committee will keep minutes and written records, and the minutes will be sent electronically to the liaison as well as committee members..

RECORDS KEEPING:

- A quarterly report will be prepared and submitted to the Board prior to each quarterly meeting.
- An Annual Report will be prepared and submitted to the Board prior to the Annual Meeting.

ANNUAL BUDGET:

- Prepare an annual budget request in the format requested by the Treasurer
- Review pool-related reserves at least annually and recommend indicated changes in schedule or amounts.
- If the estimated total cost of a proposed new or revised, where the scope of the project has changed from the original, reserve funded project is $65,000 or more, inflation adjustments being the exception, the chair of the proposing committee will schedule and brief the DVCA

Board on the project prior to submission to the Finance Committee. This requirement includes related projects, such as those to be performed on the same amenity of common area (clubhouse, pool, picnic area, lake, Meadows Park, conservation easement, etc.) After presentation and discussion, the Board will determine if the project(s) can be submitted to the Finance Committee, must be modified, requires additional information or should be presented to the community at large at a special meeting and/or described in the Deerlake Diary, before approval to submit to the Finance Committee.

GOVERNING DOCUMENTS CITATIONS:

The pool is subject to inspections per local regulations and laws.

REVIEW OF CHARTER:

Review each charter not later than June 30th of the calendar year. Ensure it is compared to any governing documents, Bylaws, policies, North Carolina Law, and rules. North Carolina law is posted here: ncleg.gov/EnactedLegislation/Statutes/PDF/ByChapter/Chapter_47F.pdf

If to be modified, send a copy to the liaison and the Secretary for review and potential approval in the July working session. If no change, email the liaison, committee members, and DVCA Secretary of reviews conducted and no change.

Once Approved, share a copy with all committee members, board liaison, and the DVCA webmaster.

APPROVAL.

The Pool Committee Charter was approved by the DVCA Board of Directors on the 12th day of February 2026.