

TANTERRA HOMEOWNERS ASSOCIATION, INC.
Pool Committee Charter

The purpose of the Grounds Committee is to assist the Board of Directors of the Tanterra Homeowners Association, Inc. (the "Board") in the management of the community pool. Pursuant to its authority under the Maryland Code and the Association's Governing Documents, the Board hereby establishes the following procedures, rights and responsibilities for the Pool Committee.

A. RESPONSIBILITIES.

The pool area consists of everything inside the fenced area, to include the pool, the parking lot, the backwash area, and the space between the pool house and snack bar building (collectively, the "Pool Area").

The Pool Committee shall:

1. Perform an inspection of the Pool Area in the Spring each year.
2. Ensure that all repairs and maintenance of the Pool Area is performed prior to opening of the pool and during the pool season.
3. Provide a written report to the Board of:
 - i. Tasks that need to be performed by volunteers.
 - ii. Items that need to be repaired by volunteers.
 - iii. Items that need to be repaired by contractors.
4. Make recommendations to the Board regarding the Pool Management Contract. The Committee shall make a determination whether the existing pool management company is performing well and costs are within reason, in which event the Committee may recommend to the Board that the existing contract be renewed or extended. If the Committee determines that the costs seem to be out of line or the company is not performing satisfactorily, then the Committee shall seek bids from preferably 3, but if 3 cannot be found then at least 2 companies. The bids will be presented to the Board. The Board will select who is awarded the contract.
5. Recommend changes and additions to the Pool Area Rules to the Board. Any new rules for the operation of the Pool Area shall be approved by the Tanterra Board of Directors. The Committee is authorized, however, to implement new rules on an emergency and temporary basis when necessary for the safe operation of the Pool Area during the pool season; provided, however, that the emergency rules shall be reported to the Board at the next Board meeting for final approval and ratification.

6. The Pool Committee Chair or his/her representative will report to the BOD at the monthly BOD meeting the following:
 - a. General expenditures
 - b. Reportable incidents at the pool
 - c. Reports from the subcommittees
7. The Pool Committee is responsible for general supervision of the snack bar.
 - d. The Committee is authorized to select who will operate the snack bar from year to year.
 - e. The operators of the snack bar will:
 - i. Obtain and pay for license to operate snack bar
 - ii. Provide food only as authorized by the county license
 - iii. Maintain cleanliness in the snack bar shed
 - f. The Association is responsible for providing equipment for the operation of the snack bar.
 - g. The Association is responsible for the repair or replacement of equipment provided.

B. AUTHORITY.

1. The Committee shall serve at the discretion and pleasure of the Board.
2. The Committee is hereby authorized to make expenditures for the Pool Area as long as such expenditures are within the overall budget for the Pool Committee, with the following restrictions:
 - a. Purchases made with a check from the Tanterra general account must have a receipt or verification for the purchase and be turned in to the Tanterra Treasurer.
 - b. Purchases may be made at Home Depot using a Tanterra Home Depot charge card. Purchase of any one item above \$1000 must have Board approval. Card must be kept in safe keeping and all monthly statements must be reviewed by the Chair of the Committee and the Tanterra Treasurer to insure there is no misuse.
 - c. Tanterra has an account with Christopher's Ace Hardware store in Laytonsville. Purchases can be made for items such as small hardware, cleaning supplies, paint & paint supplies and any other small items needed for the maintenance of the pool. The account has specific names of people who are authorized to make purchases. They are the members of the Pool Committee and the manager and assistant manager of the pool. The monthly statement will be reviewed by the Chair of the Pool Committee and the Tanterra Treasurer to insure there is no misuse.
 - d. Items can be purchased on-line using a Sandy Spring debit card. All purchases must be limited to \$1000 and must be followed up with a receipt which will be given to the Tanterra Treasurer. Purchases over \$1000 but less than \$5000 must be approved by the Board. If the purchase is needed before the next Board meeting, the use of email can be used to obtain Board approval. The approval then must be ratified at the next Board meeting.

C. APPOINTMENT

The Pool Committee shall be comprised of 2 or more members, as determined by the Board. Committee members will be appointed by the Board. Members in good standing may be reappointed annually. Appointment will be made at the 1st Board of Director's meeting of the new year

Upon the resignation of a Committee member the board will advertise for a new member at least fifteen days prior to appointment.

Recruitment of candidates may be done through the website, posting in the newsletter, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested homeowners must submit a written request for appointment to the Committee.

The Board of Directors may remove any Committee member, including the chairperson, at any time.

D. COMMITTEE CHAIRPERSON

The Board shall appoint the Chairperson of the Committee. The Committee chairperson is hereby authorized and empowered to handle the day-to-day operations of the pool area in accordance with this Charter. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee. Chairperson shall be responsible for keeping minutes of the Committee's meetings and submitting them to the Board, in a timely manner, for inclusion in the Board Minutes. Committee Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of all votes of the Committee Members.

E. MEETINGS.

There will be at least one meeting a year of the committee. Meeting may be held by Zoom (or other similar platform), at the pool pavilion or meeting room. Meeting must be announced with at least 6-day notice. Meeting must be announced on at least the Tanterra.com website and Tanterra Facebook page (or other similar platform). Notice may also be announced in Tanterra Today.

F. COMMUNICATIONS.

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, report general spending, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee

assignments. If a committee member cannot be present at the BOD meeting, a written report will be sent to the Board President at least one day prior to meeting.

G. SUBCOMMITTEES.

The Swim and Dive team and the Adult Beverage Committee operate as subcommittees under the direction of the Pool Committee.