

## **Brookhaven Citizens Assembly Pool Committee Charter**

### **Mission Statement:**

The Pool Committee will supervise the operations of the pool and associated facilities. The committee will provide advice to the Advisory Committee as it relates to the pool operations. The goal of the committee is to oversee pool management and provide feedback to the Advisory Committee to ensure safe pool enjoyment of all Association members.

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### **Purpose and Scope:**

The Pool Committee serves in an advisory capacity to the **Brookhaven Citizens Assembly Board of Directors**. While it does not hold decision-making authority, the committee plays an important role in supporting the upkeep, functionality, and appeal of the facilities through regular oversight and constructive recommendations.

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### **Responsibilities of the Committee:**

1. **Conduct Regular Inspections:**  
Perform visual inspections of facilities and equipment on a routine basis (recommended monthly or quarterly) to ensure functionality, cleanliness, and safety.
  2. **Report Issues:**  
Communicate any observed damage, malfunctioning equipment, cleanliness concerns, or maintenance needs promptly to the management company for appropriate follow-up.
  3. **Provide Recommendations:**  
Offer suggestions to the Brookhaven Citizens Assembly Board of Directors for:
    - Community engagement
    - New equipment, upgrades, or enhancement of facilities
    - Improved safety measures or policies
  4. **Encourage Resident Feedback:**  
Serve as a liaison between the Board and residents by gathering and sharing constructive feedback, and responding promptly to homeowner's questions.
  5. **Promote Usage and Etiquette:**  
Help promote responsible use of the facilities through friendly reminders or signage recommendations related to policies, etiquette, cleanliness, and safety best practices.
  6. **Assist with Vendor Coordination (if requested):**  
When requested by the Board or management, assist in the research of vendors for maintenance, upgrades, or equipment replacement.
  7. **Propose Annual Budget:**  
Develop and submit a proposed **annual Pool budget** to the Brookhaven Citizens Assembly Board of Directors for review and consideration during the community's annual budgeting process.
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### **Governance and Limitations:**

- The Pool Committee operates **at the direction of the Brookhaven Citizens Assembly Board of Directors**.

- The committee's role is strictly **advisory**; it does **not** have the authority to make decisions or authorize spending on behalf of the Assembly.
  - All recommendations and proposals made by the committee are subject to review and approval by the Board.
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#### **Membership and Meetings:**

- Committee members must be Brookhaven homeowners in good standing and are required to agree and adhere to a [Code of Conduct](#).
  - A Chairperson will be appointed by the committee or designated by the Board to serve as the primary point of contact.
  - Meetings should be held regularly, with meeting notes shared with the Board upon request.
  - Meeting minutes and committee documents should be stored on the Club at Brookhaven [Pool Committee shared drive](#) in order to ensure document retention and smooth transition of documentation to future committee members.
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#### **Adoption and Review:**

This charter is adopted by the Brookhaven Citizens Assembly Board of Directors and may be amended by the Board as needed. The committee is encouraged to review its goals and responsibilities annually to ensure alignment with the needs of the community.