

## Pool Committee Responsibilities

- Report to Keith Austin (board on-point person for the pool) and the board of HBTM the Meadow HOA.
- Do not have access to list of homeowners delinquent with their maintenance fees or master list of pool tag number assignments. May give out sealed envelope with board-assigned pool tags after the board has processed the pool tags.
- Under no circumstances can a pool committee member tell the lifeguards how to do their work. To do so is a breach of our contract with Hou-Rec. Contact Keith Austin for suggestions for improvement by the lifeguards.
- While at the pool, the lifeguards have primary responsibility for all activities. Pool committee may perform the following to help out the lifeguards.
  - In an emergency, call 911 immediately.
  - Confirms everyone signs-in and signs-out on the Daily Pool Log Sheet. It is important that everyone (including visitors) put their pool tag number in the column by their name on the Daily Pool Log Sheet. Lifeguards are to check this hourly.
  - Confirms only those wearing a numbered pool tag are inside the pool area. Visitors must wear a yellow pool tag; adults “current year tag”; and minors (<11 yrs) green.
  - If someone is not wearing their pool tag, asks lifeguard to deal with it as per their instructions.
  - If observes pool non-conformances, request that lifeguards handle the issue.
  - If observes lifeguard non-conformances, advise Keith Austin via e-mail or phone call.
  - If observes a pool cleanliness concern, advise Keith Austin via e-mail or phone call.
  - All requirements of the Pool Committee also apply.
  - At end of day, or as deemed appropriate:
    - arrange for getting non-perishable food items to food bank
    - pick-up completed Daily Pool Log Sheets
    - confirm that all visitor pool tags have been returned to container. If not, OK to pursue return of the tag or obtaining the \$5.00 replacement fee with homeowner of record or contact Keith (for information) with the details.
- Anyone requesting a pool tag shall be directed to the HBTM website at [www.hbtm.org](http://www.hbtm.org)
- If anyone becomes overly-demanding of gaining entry to the pool without a pool tag, ask the lifeguards to handle the situation. You should walk away and call the constable if you feel threatened.
- All disciplinary and corrective action is the responsibility of the lifeguards.

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