

**MOSBY'S LANDING CONDOMINIUM  
UNIT OWNERS' ASSOCIATION, INC.**

**ADMINISTRATIVE RESOLUTION NO. 14  
POOL & RECREATION COMMITTEE  
TERMS OF REFERENCE**

(relating to the operations of the Pool & Recreation Committee "PRC")

WHEREAS, Article III, Section 2 of the Bylaws provides in part that the Board shall have all powers and duties necessary for the administration of the affairs of the Association and do all such acts and things which are not reserved and required to be exercised by the members of the Association; and

WHEREAS, Article IV, Section 4 permits the President to appoint committees, and by prior resolution of the Board, the President with the concurrent of the Board of Directors recognizes that a healthy and active committee structure is essential to the effective operation of the Association; and

WHEREAS, the Board of Directors desires to create a standing committee to conduct swimming pool and recreational programs and provide assistance in the enforcement of rules and regulations which govern community recreational areas;

NOW, THEREFORE, BE IT RESOLVED THAT a Pool and Recreation Committee be established, having the following terms of reference:

**I. Responsibility**

The primary responsibility of the Pool and Recreation Committee ("PRC") is to advise and assist the Board of Directors in the development of swimming pool and recreational programs reflecting the various age groups and interests represented in the community; and to develop rules and regulations governing activities to promote proper maintenance and the safe use and enjoyment of the recreational areas.

In fulfilling its responsibility, the PRC performs functions, which include but are not necessarily limited to, the following:

- A. Contribute articles for the newsletter and web site informing residents about programs, activities and related recreational matters in the Community.
- B. Perform monthly inspections of the recreational areas (including swimming pool areas, tot lots and pet walking areas.) to ensure property maintenance of the areas. During pool season, the pool environs shall be inspected as least once weekly to ensure they are maintained in a clean, safe and sanitary manner. Whenever and wherever immediate maintenance is necessary due to safety concerns, the maintenance requirements shall be promptly reported to site personnel.

- C. Review existing rules and regulations relating to swimming pool facilities, tot lots, and pet areas and provide recommended changes to the Board of Directors.
- D. Develop various activity programs focused around the swimming pool and recreational facilities and submit program proposals the Board of Directors, including budget and resource requirements.
- E. Create and maintain an inventory of all pool furniture and fixtures.
- F. Review pool operations and provide recommendations to the Board for any changes in the scope of work or hours of operations.
- G. Assist in the issuing of pool passes to residents in accordance with policies and procedures of the Association; including the distribution of pool passes and notices to residents; and obtaining clarification of application information from residents if requested.
- E. Performing other functions as directed or approved by the Board.

## **II. ORGANIZATION & CONDUCT OF BUSINESS**

The organization, election of office and conduct of business shall be in accordance with the administrative operating procedures set forth in Administrative Resolution 10 – Committee Structure and Operation.

The effective date of this resolution shall be January 22, 2004, and shall remain in effect for three years.

Mosby's Landing Unit Owners'  
Association

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Paula Bennett, President

**MOSBY'S LANDING UNIT OWNERS' ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NO. 14**

**POOL AND RECREATION COMMITTEE  
TERMS OF REFERENCE**

This Resolution was adopted this 22<sup>nd</sup> day of January 2004, by the Board of Directors.

Motion by: Russ Harman      Seconded by: Linda Carter

VOTE

	YES	NO	ABSTAIN	ABSENT
Paula Bennett	<u>  X  </u>	_____	_____	_____
Linda Carter	<u>  X  </u>	_____	_____	_____
Russ Harman	<u>  X  </u>	_____	_____	_____
Alex Hodges	<u>  X  </u>	_____	_____	_____
John Wilhelm	<u>  X  </u>	_____	_____	_____

Mosby's Landing Unit Owners'  
Association

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Alex Hodges, Secretary