

THE POOL COMMITTEE OF CIELITO LINDO DE TUBAC

JOB DESCRIPTION

COMPOSITION OF THE POOL COMMITTEE

The Pool Committee shall be composed of a Chairperson or Co-Chairs, who shall be a member of Cielito Lindo de Tubac, and two to four other homeowners.

ROLE OF COMMITTEE

- ADMINISTRATIVE

- Provide a brief monthly report to the Board of Directors
- Prepare an annual budget submission to the Board for consideration and inclusion in the next annual budget. This budget is due in October of each year.
- Arranges a schedule of volunteers to check and clean pool/bldg. daily.

- MAINTENANCE

- Check the filter baskets regularly, especially when the weather causes leaves and other debris to fall into the pool.
- Oversee the work done by CL's pool service and ascertain the job is being done in a proper manner.
 - The day following service, check that: baskets are clean, the pool surface is skimmed, and the pump basket is clean.
 - If there are any concerns notify the management company who will seek correction of the process.
- Inspect the clubhouse, including the washrooms, to determine that they are clean and in good repair.
 - It may be necessary to turn off lights and exhaust fans.
 - A maintenance contract is in place for weekly cleaning of the clubhouse.
 - The electrical and plumbing should be audited quarterly to ascertain if work needs to be done to maintain the good working order of the facility.
 - If minor repairs are needed, advise the committee chair so that the necessary work can be authorized.
 - If major repairs are necessary, prepare a submission to the board, including an estimate of cost, for the board's consideration.
- Coordinate with Association Manager for reminder of quarterly roof cleaning.
- Remind Pool Svc of required quarterly cleaning of cartridges in Spa Filter.
- Place hose bibs on outside faucets in Oct-Nov to protect pipes from freezing.
- Annually power wash pool decks and sidewalks.
- Monitor integrity of caulking and grout around pool and pool deck.

CONTRACTED SERVICES

- Professional Pool Service is required by Arizona State Law.

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- The pool is serviced three times a week by a professional company specializing in tending to the needs occasioned by the use and care of the facility.
- Check that the Manager has instructed the Pool Service to modify the heating schedule for the pool as approved by the Board of Directors:
 - o Heat off: May 1st – September 30th
 - o Heat to 80 degrees: April 1st – April 30th; October 1st – October 31st
 - o Heat to 82 degrees: November 1st – March 31st

POOL PARTIES

- Pool party privileges are restricted to homeowners and renters in Cielito Lindo de Tubac.
- Pool parties are restricted to the area inside of the pool walls.
- Prior permission must be obtained through the submission of a formal application
 - o This application is available on the CL website: www.cielitolindohoa.com
 - o Applications are sent to and approved by Tammy Censky. c/o Stellar Property Management, LLC, P.O. Box 18108, Tucson AZ 85731
 - o Applicant's signature on the document "Pool Rules" is required.
 - o Approval will depend upon previous compliance with pool rules and restrictions by the applicant
 - o Fees will apply
- Non-compliance with Pool Rules can result in termination of pool privileges.