

*Sunrise Presidio East Homeowners Association
5455 N. Via Arancio
Tucson, AZ 85750*

***Pool Committee
Tennis Court Committee***

POLICY and PROCEDURES

The Committees are responsible for insuring that the pool, Jacuzzi, tennis court and all related equipment and facilities are maintained in a neat, safe, clean condition at all times.

1. Insure that maintenance contractors fulfill all aspects of contract agreements. If not, advise the Board.
2. Closely monitor pool gas, electric and water to insure proper use. Water temperatures: 84 degrees maximum for the pool and 104 degrees for the Jacuzzi.
3. Frequently examines all equipment. Furniture, and facilities for leakage, wear, malfunction safety, and cleanliness and arrange for corrective action.
4. Establish, enforce, and monitor a preventative maintenance program for the pool, Jacuzzi, tennis court and related equipment (pumps, filters, heaters, tennis court net, etc.).
5. Monitor and maintain safe control of chemicals purchased and how/when the pool contractor uses them. Also, maintain an accountability log of actions taken by the pool contractor on each visit.
6. Provide the Budget Committee, when requested, with projected costs for annual and adjusted budget purposes and immediately advise of any significant, unexpected changes.
7. Keep the Board informed on all unscheduled/unplanned events or expenditures.
8. Monitor and approve expenditures by contractors.
9. Get Board approval for expenditures in excess of \$500.
10. Maintain Pool/Tennis Court Keys: One key opens both the Pool and Tennis Court gate and both restrooms. The Pool equipment room has its own key.
11. Owner Sponsored Pool Events:
 - a. Group events should be scheduled well in advance with the Pool Chair.
 - b. Owner must obtain Special Event Coverage from their insurance company with the place and the date of the event on it: Sunrise Presidio East HOA Pool on MTH/DAY/YEAR. The deductible limit must be acceptable to SPE HOA and Owner must agree to accept responsibility for said deductible.
 - c. All relevant pool rules must be followed: no glass containers, showers before entering the pool, cleanup afterward, no barbecuing in the pool area, etc.
 - d. Failure to comply with the the above guidelines will subject you to penalties outlined in our Enforcement Policy.

Approved by: Sue Levine, President

Date:

Sue Levine

November 16, 2016
