

Emerald Bay HOA Clubhouse and Pool Maintenance Policy

This document serves as the policy and guide for care and maintenance of the Emerald Bay Homeowners' Association (EBHOA) Clubhouse and Pool. The information contained herein provides guidelines for cleaning and maintaining the Clubhouse and Pool, and the area around the pool. The purpose of this policy is to help ensure that the Clubhouse and the Pool area remain clean and in good repair while being a benefit to all members of the Emerald Bay Homeowners Association who choose to use these facilities.

Oversight Responsibilities

- The Board of Directors is responsible to the Association for keeping the Clubhouse and the area around the swimming pool clean and in good order.
- The Board of Directors will establish rates of pay for all contractors after consultation with the chairs of the appropriate committees.
- The Chairman of the Clubhouse Maintenance committee is responsible to the Board for oversight of the contractor hired to clean the clubhouse.
- The Chairman of the Pool Maintenance committee is responsible to the Board for oversight of the contractor hired to clean and maintain the area around the pool during the pool season, typically mid-May to mid-September.
- The Chairman of the Pool Maintenance committee is responsible to the Board for oversight of the contractor hired to open, close, and maintain the pool during the pool season.
- Delineation between “the Clubhouse” and “the Pool Area” is established by the back door of the clubhouse. Except as otherwise stated, the Clubhouse Maintenance contractor is responsible for the Clubhouse, and the Pool Area Maintenance contractor is responsible for all outside areas and the outdoor-accessed bathrooms.

General Guidelines

- All contractors hired by the Board on behalf of EBHOA will be private contractors, not agents, partners, joint venture nor employees of EBHOA. As such, each contractor shall be responsible for his/her own income taxes, worker's compensation, and any other employment taxes.
- Each contractor will be supplied with IRS form W-9 for tax purposes.
- The Board will put in place contracts with all contractors hired to perform work for the Association that define the relationship between such contractors and the Association, that define the work which is expected to be done, and the agreed payment for such services.
- Each contract will be signed by the contractor and by the chairman of the appropriate committee or a member of the Board as representatives of the Association.

Restrictions

- The Clubhouse and surrounding property is a smoke-free environment. No Smoking is allowed on the property.

Clubhouse Maintenance

- The clubhouse will be cleaned once a month in accordance with provisions in the Clubhouse Cleaning contract.
- Two of these monthly cleanings (before and after the Pool Season) will include added items in accordance with Addendum B of the Clubhouse Cleaning contract.
- Renters of the Clubhouse will be expected to clean the clubhouse and any other areas used after their event.
- After Community events, the Clubhouse Cleaning contractor may be hired to conduct a special cleaning, to the same standards as the monthly cleanings and at the same rate of pay, at the discretion of the chair of the Social committee.
- The Clubhouse will have special issues addressed at least annually (before the Pool Season) by volunteers from the community or by a paid contractor at the discretion of the chair of the Clubhouse Maintenance committee, to include AC filter replacement, floor grout cleaning, fireplace cleaning, and paint touch-up.
- The Pool Area Cleaning Contractor will be responsible for cleaning outdoor furniture on the back porch during the Pool Season. Such furniture will be stacked (or stored off-site) during the off season.
- The Clubhouse Cleaning contractor will be responsible for cleaning the outdoor restrooms (monthly) during the off-

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season. The Pool Area Cleaning contractor will be responsible for cleaning the outdoor restrooms (five times weekly) during the Pool Season.

- The Clubhouse Cleaning contractor will be responsible for cleaning the front porch of the clubhouse.
- The Clubhouse Cleaning contractor will be responsible for cleaning the back porch of the clubhouse, except for furniture during the Pool Season. The Pool Area Maintenance contractor will be responsible for cleaning the outdoor furniture during the Pool Season.

Pool and Pool Area Maintenance

- During the pool season (typically mid-May to mid-September) the area around the pool will be cleaned in accordance with provisions in the Pool Area Cleaning contract.
- During the pool season (typically mid-May to mid-September) the pool will be opened, maintained, and closed in accordance with provisions in the Pool Maintenance contract.
- Prior to and after the Pool Season, a thorough, comprehensive cleaning of the outdoor restrooms shall be done. Chairs of the Clubhouse Maintenance committee and the Pool Maintenance committee will decide on which contractor will perform this task.
- The Pool Area Cleaning Contractor will be responsible for cleaning the outdoor restrooms during the Pool Season.
- Prior to the Pool Season all outdoor furniture shall be given a thorough cleaning and arrayed around the pool as appropriate to its use. This may be done by volunteers or by a paid contractor, at the discretion of the chair of the Pool Maintenance committee.
- After the Pool Season all outdoor furniture shall be given a thorough cleaning and stacked/stored. This may be done by volunteers or by a paid contractor, at the discretion of the chair of the Pool Maintenance committee.
- After the Pool Season the outdoor-accessed bathrooms will be given a thorough cleaning, either by volunteers or by a contractor mutually agreeable to the chairs of the Clubhouse Maintenance committee and the Pool Maintenance committee.

Related and Referenced documents:

[Clubhouse Cleaning Contract](#)

[Pool Area Cleaning Contract](#)

[Pool Maintenance Contract](#)

Note: Article 4.03 of the Covenants:

4.03 Licensing. All contractors, landscape architects and others performing work on any Lot must be licensed as may be required by the State of Tennessee or any other governmental authority having jurisdiction in order to construct a residence on a lot or perform services for an Owner.

Approved and published by the Board of Directors,
Emerald Bay Homeowners Association
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