

Oakleigh Forest Pool Packet 2011

We hope you choose to be a part of the fun at the pool this year.



Some reasons to become a pool member:

- ❖ Beautiful facilities
- ❖ Friendly people and fun events
- ❖ Award winning swim team
- ❖ Aqua-aerobics (for adults and seniors)
- ❖ Kiddie pool and 2 foot deep shallow end
- ❖ Special "Grandparent rate" for seniors
- ❖ Popular guest pass policy
- ❖ Friday Family Fun nights
- ❖ Full hours through September 5th (Labor day)
- ❖ Sponsor a non-resident family

Please take a look inside...

Oakleigh Forest

2011 Pool Membership Registration

Dear Oakleigh Forest Neighbors and Sponsored Guests,

The 2011 pool season begins Saturday, May 28th at 11 AM and ends on Labor Day, September 5th.

The 2011 pool board:

Greg Myers - Director
Dan Higgins - Supplies
Lisa Hussey - Social
Pete Wright - Membership
Sue Winterfeld - Advisor

Janet and Mike Paydo – Pool Party Reservations
Wendy Myers -Life Guard Liaison
Kurt and Kerrie Heydt – Membership

Pool Management Services:

DRD Pool Services will be providing guards and pool management services again this year. Last year, a modest average increase of \$21 in the pool dues and maintenance fees was necessary to cover increasing costs. For 2011, the fee structure will remain unchanged.

Pool Membership Registration Options:

(1) Complete *both sides* of the appropriate membership form and submit with your pool dues by May 15. Make your check payable to the Oakleigh Forest Civic Association (OFCA) and submit your membership form and check to Pete Wright, 501 Karp Ct. If you have any questions, e-mail the pool board at pool@oakleighforest.org.

Or

(2) You can register at the combined sign up opportunity at the pool on Thursday April 14th from 5:30 to 7:00 pm for: (a) pool membership, (b) swim team sign-up and (c) swim suit fitting

Upcoming pool activities:

Memorial Day weekend picnic: sponsored by the Swim Team Boosters will be held on Saturday, May 28th.

Family fun nights: Bring dinner on Friday nights & enjoy dinner with your community. There will be fun activities planned several times during the summer.

Aqua-aerobics: will be available two days per week for an additional charge. The program will be for 6 weeks ~5\$ per session, 2 times per week, likely 7-8pm, Starting in June. Please contact Kim Palasik for more information at 410-544-0524, or kpalasik@msn.com.

"Get the pool ready for summer": Friday, April 15 from 5 - 9 PM, and Saturday, May 14 from 3 - 6 PM. Your volunteer support is needed and appreciated!

This registration package includes the following sections:

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Oakleigh Forest Pool Charter

ARTICLE I **Name & Purpose**

The name of the organization shall be the Oakleigh Forest Pool, which is established and operated for the recreational benefit of its members, under the by-laws of the Oakleigh Forest Civic Association (OFCA).

The OFCA objective is to provide a well-maintained family recreational facility at affordable prices to all community members.

The purpose of this document is to define some of the guidelines needed to manage and operate a community pool. These guidance statements are to provide a consistent set of rules or procedures to be administered and followed by an annual changing board of Civic Association and Pool Committee members.

This document should be distributed to all pool committee and resident / non-resident members for any upcoming season. It is important to understand the administrative, operational, and membership responsibilities of all parties involved each year. This document shall be a "*living document*" meaning with each new pool season, these guidelines should be reviewed and updated consistent with implemented changes.

ARTICLE II **Membership**

The proceeds of the annual assessment shall be used solely to finance the costs of the operating budget and the pool capital reserve requirements.

Section 1. Resident Membership

A Family Member is defined as: a head of a household, his or her spouse, their children or any other individual residing in the household as shown on the original application for membership. Membership in the pool shall consist of family members and shall be restricted to property holders and residents of Oakleigh Forest **who are members of the OFCA in good standing** (OFCA annual dues paid in full and up to date).

Section 2. Non-Resident Membership

The Board of Directors may enter into agreements with families, which are not residents of Oakleigh Forest, to provide for a Non-Resident Family Membership subject to the following terms and conditions:

- a) The Non-Resident Family shall submit an application containing such information as shall be required by the Board of Directors.
- b) **The Non-Resident Family shall be recommended to the OFCA Pool Committee by an Oakleigh Forest Pool Member in Good Standing, who shall be responsible for the conduct of the Non-Resident Family.**
- c) The Non-Resident Family shall pay an annual assessment fee and non-refundable application fee which shall be greater than the annual fee charged to Oakleigh Forest Pool members. The specific amount of the annual fee for the Non-Resident Family shall be recommended by the Pool Committee and approved by a simple majority of the OFCA Board of Directors.
- d) The Non-Resident Family shall be defined as the head of the household, the spouse, children who reside in the household, or other household residents; and/or in the case of an individual non-resident membership shall be defined as a single adult being at least 21 years of age - all such persons to be named on the application for membership.
- e) The Non-Resident Family shall be subject to all applicable provisions of this Charter and any rules and regulations adopted pursuant thereto.
- f) No tenants of the Non-Resident Family members shall be eligible for Non-Resident Family membership.
- g) The Non-Resident Family members shall have no voting rights but may attend any meetings of the Pool and shall receive any such or information distributed by the Pool Committee.
- h) The Non-Resident Family membership shall not be transferable.
- i) Applications for Non-Resident Family memberships shall be considered on a first-come, first-served basis.
- j) Under no circumstances shall the total number of Non-Resident Family Members plus the Oakleigh Forest Resident Family Members exceed the maximum allowable number of family memberships contained in Article II, Section 6 (Membership Limitations).
- k) The rights of the Board of Directors of the OFCA, to enter into agreements with Non-Resident Family Members, subject to the terms and conditions stated in this Charter, shall be approved each year (as part of the Pool budget approval process) by a simple majority of the OFCA Board of Directors based on the recommendation of the Pool Committee.
- l) Based on this yearly assessment process, Non-Resident Family Memberships in Good Standing the previous year shall receive first priority in membership renewal.
- m) After maximum authorized membership has been reached, applications will be placed in the order in which the Pool Committee receives them.
- n) Long-term houseguests of members, either resident or non-resident, will not be considered members of the household (unless legally designated) and shall be required to use daily guest passes for pool use.

2011 Pool Rate Structure Oakleigh Forest Residents

| Membership Type - Resident | On/Before May 15 | After May 15 | Notes |
|--|------------------|--------------|---|
| Individual Adult (Over 18) | \$165 | +5% | For households having only one parent or only one guardian and for permanent community residents who are single and over 18 years of age. May also be used for households where only one parent uses the pool facilities. |
| Basic (2 Adults) | \$255 | +5% | For households having 2 parents or 2 guardians who regularly use the pool facilities. |
| Child | \$72.50 | +5% | Child membership available only in combination with the Individual Adult or Basic membership. This membership is for those children born on or after Sept 1, 2009 through those who are 18 years of age (or up to age 22 if attending college and residing in OF membership household). FEE IS FOR EACH CHILD IN THE HOUSEHOLD but no household will be charged for more than three children. Child membership is required to participate on the swim team. |
| Senior - Grandparent (Individual) | \$108 | +5% | The Senior citizen rate is available to members born on or after May 28, 1951. Proof of age may be required. Two grandchildren are included in this membership. Additional grandchildren may be sponsored at \$26 each. |
| Senior - Grandparents (2 Adults) | \$165 | +5% | The Senior citizen rate is available to members born on or after May 28, 1951. Proof of age may be required. Two grandchildren are included in this membership. Additional grandchildren may be sponsored at \$26 each. |
| Mandatory Capital Improvement / Maintenance fee | \$75 | \$75 | Annual fee for maintenance and upkeep. This applies to all resident memberships. |

| Additional Fees / Options | Cost | Notes |
|---|----------------|---|
| Guest Passes (Required for Friday, Saturday and Sunday and Holidays) | \$12 | Guest passes can be purchased in books of 6 at \$ 2.00 per pass. Each pass is good for one guest over the age of two to use the pool facilities for one day. 6 Free Passes will be provided with each paid pool membership. Pass must be presented to lifeguard and posted. Baby-sitters will be exempt from the guest fee when they substitute for the paid pool member. However, any friends of the baby-sitter will be subject to guest fees. Baby- sitters may have access to the facility only while accompanying the child in their care. |
| Daily Pool Passes (for OF Residents who are not Pool Members. Must be resident in good standing) | \$117 | Pool passes can be purchased in one book of 10 at \$ 6.20 per pass and an annual \$55 maintenance fee. Each pass is good for one non-pool member to use the pool facilities for one day. Pass must be presented to lifeguard. One book may be purchased per family each season. |
| Capital Improvement Fee (New Members) | \$420 | <i>There is a one-time capital improvement fee of \$420 for new resident members payable over two years.</i> |
| Capital Improvement Fee (Renters) | \$110 per year | <i>Renters are required to pay an annual capital improvement fee of \$110. (not to exceed \$400 in consecutive membership years)</i> |

2011 Pool Rate Structure

Sponsored Non-Residents

| Membership Type - Non Resident | Cost | Notes |
|---|---------|--|
| Individual Sponsored Membership (over 18) | \$180 | A non-resident individual must be sponsored by the OF Pool Committee or an Oakleigh Forest Pool member. |
| Basic sponsored membership (2 adults) | \$310 | A non-resident family must be sponsored by the OF Pool Committee or an Oakleigh Forest Pool member. |
| Child | \$77.50 | Only available in combination with above memberships. Non-resident memberships will also be charged for no more than three children. |

| Additional Fees / Options | Cost | Notes |
|--|-------|---|
| Maintenance / Capital Improvement Fee(Mandatory) | \$195 | Annual fee for maintenance and capital improvement fund. |
| Guest Passes (Required for Friday, Saturday Sunday and Holidays) | \$12 | <p>Guest passes can be purchased in books of 6 at \$ 2.00 per pass. Each pass is good for one guest over the age of two to use the pool facilities for one day. 6 Free Passes will be provided with each paid pool membership. Pass must be presented to lifeguard upon entering.</p> <p>*Note: Baby-sitters will be exempt from the guest fee when they substitute for the paid pool member. However, any friends of the baby-sitter will be subject to guest fees. Baby-sitters may have access to the facility only while accompanying the child in their care.</p> |

2011 Pool Operating Hours

Weekdays - Monday through Thursday:

While Schools are Open (through Tuesday, June 15th)

| | |
|-------------------|-----------------------------|
| 11:00am - 3:30 pm | Open |
| 4:00 - 6:30 pm | Swim Team (Monday – Friday) |
| 6:30 - 8:00 pm | Open |

After Schools Close (June 16th)

| | |
|--------------------|-----------------------------|
| 8:30 – 11 am | Swim Team (Monday – Friday) |
| 11:00 am – 8:00 pm | Open |

Friday, Saturday & Sunday / Holidays: (Guest Passes Required)

| | | |
|-------------------|---------------|------|
| Friday | 11 am – 9 pm | Open |
| Saturday | 11 am - 10 pm | Open |
| Sunday / Holidays | Noon - 8 pm | Open |

Private Parties

| | |
|--------------------|-----------------|
| Sunday - Thursday: | 8 am – Midnight |
| Friday: | 9 pm – Midnight |

Saturday is not available for private parties

Notes: Adult swim time will occur for 15 minutes every hour beginning at 45 minutes past the hour during open swim periods. When one guard is on duty, the pool may be cleared of all swimmers for 10 minutes to allow the guard to make water quality checks, bathroom inspections and to take a brief personal break. The pool will not be cleared during the final hour.

One Lane will be reserved for lap swimming from 6 - 8 PM during weekdays. Normal pool hours will be suspended for home swim meets, other swim team or social activities.

Swim Meets

Sunday, June 12 – Time Trials at 5:00 pm (pool closes at 3:45 pm)

Saturday, June 18 (Pool closed until meet is over, estimated to be noon)

Saturday, June 25 (Pool closed until meet is over, estimated to be noon)

Saturday, July 16 (Pool closed until meet is over, estimated to be noon)

Oakleigh Forest

Pool Rules & Regulations

1. A non-paying Oakleigh Forest Resident **may not** use the pool as a guest of a resident or non-resident pool member.
2. All pool members and guests must sign in to use the pool
3. All guests must have a valid pool pass for pool admission.
4. All guests must be introduced to the lifeguard on duty and accompanied by the same pool member during the duration of their visit.
5. An adult must attend children in the baby pool.
6. Children must be at least **10** years old and pass the swim test in order to remain at the pool unaccompanied by an adult. (*Lifeguards primary responsibility is pool safety, not baby-sitting*)
7. Children under **10** years of age must be accompanied by a pool member at least 13 years of age without adult supervision.
8. You must be **18** years of age to swim during Adult Swim.
9. NO running or horseplay near the pool.
10. NO hanging onto or playing on the diving board.
11. NO swimming in the diving area when the board is in use.
12. NO glass containers in the pool area.
13. NO gum or food in the pool.
14. NO Foul Language is permitted.
15. NO Smoking is permitted within the Pool Area
16. The Lifeguards have **FULL** discretion in dealing with violations of pool rules.
17. Children who are not over 2 years old or are not toilet trained are restricted to use of the baby pool.
18. No pool furniture may leave the fenced in pool area.
19. No private parties of any sort may be held on Saturday or Sunday during regular pool hours.
20. Appropriate attire is required when utilizing the pool

Please address all guard related issues with a pool board member.

Guest Policy

For 2011, the guest pass policy will be implemented again on a trial basis and will be re-evaluated at the end of the season. As with previous years, the pool guest policy works through the **HONOR SYSTEM** to ensure our pool continues to be the excellent facility our community enjoys. The guest pass policy for the 2011 season is as follows:

- Guest passes are required on Friday, Saturday and Sunday and Holidays.
- (Up to 5 guests) Not more than 5 guests per pool member household are permitted free of charge on Monday, Tuesday, Wednesday, and Thursday. Additional guests over 5 must have a guest pass.
- A guest pass is required for non-swimmers as well as swimmers.
- Guests must be accompanied at all times by the same pool member for the duration of their visit.
- All guests must be introduced to the lifeguard on duty.
- All guests must have a valid pool pass for pool admission on Friday, Saturday, Sunday and Holidays. The passes must be shown to the lifeguard on duty and then deposited in the guest pass box next to the sign in sheet.
- Please be reminded that our Guest Policy works on the honor system. It is the pool member's duty to present the guest passes to the lifeguard, rather than wait for the lifeguard to request the necessary passes.

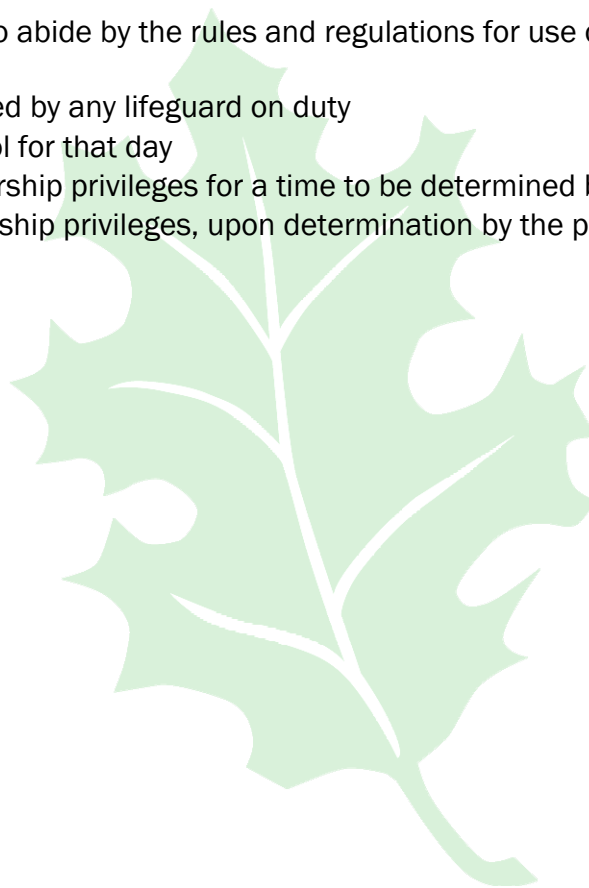
- Oakleigh Forest residents who are non-pool members **may not** use the pool as a guest of any pool member.
- Long-term houseguests of members are NOT considered members of the household for pool membership purposes. These guests must also use guest passes.
- Families renting a house in Oakleigh Forest are warmly welcomed to join the pool as “resident members” as long as the property they are renting is in “good standing” with the Oakleigh Forest Civic Association. Renters may not utilize the pool as guests under any circumstances.
- The guest pass policy must not be used to provide regular access to the pool for guests. Such guests must be encouraged to become non-resident pool members by their pool member host/hostess.

Please provide feedback on the trial guest policy throughout the year to pool@oakleighforest.org

Pool Use Infractions

Pool members are expected to abide by the rules and regulations for use of the pool. Infractions may lead to:

- “Time out” administered by any lifeguard on duty
- Expulsion from the pool for that day
- Suspension of membership privileges for a time to be determined by the pool committee
- Revocation of membership privileges, upon determination by the pool committee



Oakleigh Forest Civic Association

Resident Pool Membership

Adult:

Name

Address

Phone

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Children:

Name

Birthday

Special Medical Information
(Allergy, diabetes, etc.)

| | | |
|-------|-------|-------|
| 1. | | |
| _____ | _____ | _____ |
| 2. | | |
| _____ | _____ | _____ |
| 3. | | |
| _____ | _____ | _____ |
| 4. | | |
| _____ | _____ | _____ |
| 5. | | |
| _____ | _____ | _____ |

In case of emergency, please notify:

_____ at Home: _____
(Name) (Phone)

or Work _____, or _____ at _____
(Phone) (Name of child's Physician) (Phone)

Please list any medication, which your children cannot take, or any other information that may be helpful in the event of an emergency. *(Use back of form if necessary)*

The above information is complete and accurate. I authorize the pool committee and their designees to access this information in an emergency. I understand that I and my household members are expected to abide by the pool rules and regulations which have been put in place to promote safety and responsible use of the pool. I understand that my membership may be suspended or revoked, as determined by the pool committee, if I or they do not follow these rules.
Please initial _____

Please provide your e-mail address: _____

To be added to the Oakleigh Forest pool email distribution list (for Oakleigh Forest use only).

SIGNED: _____

DATE: _____

2011 Pool Rate Structure

Dues Calculation Worksheet: *Oakleigh Forest Residents*

(Please indicate how your dues were calculated)

| Check -Off | Membership Type | Cost Before May 15 TH | Cost After May 15 TH | Work Area <i>(Please fill in totals)</i> |
|------------|--|----------------------------------|---------------------------------|---|
| [] | Individual Adult (Over 18) | \$165 | +5% | |
| [] | Basic (2 Adults) | \$255 | +5% | |
| [] | Child (each) | \$72.50 | +5% | Number _____ @ _____ = \$_____ |
| [] | Senior Grandparent (Individual) | \$108 | +5% | |
| [] | Senior Grandparents (2 Adults) | \$165 | +5% | |
| [] | Additional grandchildren | \$26 | \$26 | |
| [] | Guest Passes (6 Passes Per Book) *6 free guest passes are included with paid membership | \$12 | \$12 | Number ___ = \$ |

| | Additional Fees / Options | Cost | |
|-----|--|--------------|-------|
| [X] | Capital Improvement/Maintenance Fee (Mandatory) | \$75 | \$ 75 |
| [] | Daily Pool Passes (Non-Pool Members) 10 Passes Per Book (One Book Only) Annual Maintenance Fee | \$62 \$55 | |
| [] | Capital Improvement Fee (New Members) <i>Payable at \$ 210 over 2 years</i> | \$420 | |
| [] | Capital Improvement Fee (Renters) <i>not to exceed \$400 in consecutive membership years</i> | \$110 | |

Date: _____

TOTAL: \$ _____

Oakleigh Forest Civic Association

Non-Resident Pool Membership Application

Adult:

Name

Address

Phone

| | | |
|--|--|--|
| | | |
| | | |

Children:

Name

Birthday

Special Medical Information
(Allergy, diabetes, etc.)

| | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |

Name of Oakleigh Forest Resident Sponsor: (Must be pool member in good standing): _____

In case of emergency, please notify:

_____ at Home: _____
(Name) (Phone)

or Work _____, or _____ at _____
(Phone) (Name of child's Physician) (Phone)

Please provide your e-mail address: _____

To be added to the Oakleigh Forest pool email distribution list (for Oakleigh Forest use only).

Please list any medication, which your children cannot take, or any other information that may be helpful in the event of an emergency. *(Use back of form if necessary)*

The above information is complete and accurate. I authorize the pool committee and their designees to access this information in an emergency. I understand that I and my household members are expected to abide by the pool rules and regulations which have been put in place to promote safety and responsible use of the pool. I understand that my membership may be suspended or revoked, as determined by the pool committee, if I or they do not follow these rules.

Please initial _____

SIGNED: _____ **DATE:** _____

2011 Pool Rate Structure

Dues Calculation Worksheet: Sponsored Non-Residents

(Please indicate how your dues were calculated)

| Check-Off | Membership Type | Cost | Work Area <i>(Please fill in totals)</i> |
|-----------|--|---------|---|
| [] | Individual Sponsored Membership | \$180 | |
| [] | Basic Sponsored Membership (2 adults) | \$310 | |
| [] | Child | \$77.50 | |

| | Additional Fees / Options | Cost | |
|-----|---|-------|------------------------|
| [x] | Maintenance & Capital Improvement Fee | \$195 | \$ 195 |
| [] | Guest Passes: 6 Passes Per Book (\$2 per pass) *6 free guest passes are included with paid membership | \$12 | Number of Books: ___ = |

Date: _____

TOTAL: \$ _____

Dues Calculation Examples

2011

Example 1: Oakleigh Forest Family of 4 (2 adults / 2 children) paying before May 15th

| | |
|-------------------------------|-----------------|
| Basic (2 Adults) | \$255.00 |
| Children (2 @ \$72.50) | \$145.00 |
| Maintenance Fee | \$75.00 |
| Total Membership Cost: | \$475.00 |

Example 2: Oakleigh Forest Family of 4 (2 adults / 2 children) paying after May 15th

| | |
|-------------------------------------|-----------------|
| Basic (2 Adults) with 5% increase | \$267.75 |
| Children (2 @ \$72.50) +5% increase | \$152.25 |
| Maintenance Fee | \$75.00 |
| Total Membership Cost: | \$495.00 |

Example 3: New Oakleigh Forest Family of 4 (2 adults / 2 children) paying before May 15th

| | |
|---|-----------------|
| Basic (2 Adults) | \$255.00 |
| Children (2 @ \$72.50) | \$145.00 |
| Maintenance Fee | \$75.00 |
| Capital Improvement Fee (\$420 Payable over two years) | \$210.00 |
| Total Membership Cost: | \$685.00 |

Example 4: Family of 4 Sponsored Non-Resident Membership

| | |
|-------------------------------|-----------------|
| Basic (2 Adults) | \$310.00 |
| Children (2 @ \$77.50) | \$155.00 |
| Maintenance & Capital Fee | \$195.00 |
| Total Membership Cost: | \$660.00 |

Example 5: Family of 4 Renting a house in Oakleigh Forest paying before May 15th

| | |
|-------------------------------|-----------------|
| Basic (2 Adults) | \$255.00 |
| Children (2 @ \$72.50) | \$145.00 |
| Maintenance & Capital Fee | \$75.00 |
| Capital Improvement Fee | 110.00 |
| Total Membership Cost: | \$585.00 |

Oakleigh Forest (Pool Member Option)

Guest Pool Pass Request Form

Guest pool passes will be issued in books of 6 and sold at \$ 2.00 per pass. Each pass is good for one guest over the age of 2 to use the pool facilities for one day. This option is open only to pool members. Guest books will also be available for purchase during the pool season.

**Note: 6 free guest passes will be issued with paid membership.*

[] I would like to purchase ____ book(s) of guest pool passes. **\$12.00 per book of 6.**

Name: _____ Total: \$ _____

Oakleigh Forest Resident (Non-Pool Member Option)

Daily Pool Pass Request Form

Daily pool passes will be issued in a book of 10 and sold at \$6.20 per pass, plus an annual maintenance fee of \$55. Each pass is good for one non-pool member to use the pool facilities for one day. This option is an alternative to pool membership and is open only to Oakleigh Forest residents.

[] I would like to purchase a book of daily pool passes. (\$62.50 per book + \$55 Annual Maintenance Fee)

Name: _____

Oakleigh Forest

Pool Party Information

Private pool parties

- The pool can be rented for private parties from Sunday to Thursday from 8pm-12am, and Friday from 9pm to 12am. Saturday is not available for private pool parties.
- The pool is rented on first come, first served basis.
- Fees for the pool party guards must be paid at least two weeks ahead of time.
- It is the host's responsibility to remove all decorations, rubbish and recycling from the pool area and restore the pool area to a condition better than how you found it.

Cost for private parties

A flat fee of \$100 is required to utilize the pool for a private party. In addition, the guard fees must also be covered. One guard is needed for every 25 attendees at the rate of \$22.50/hr per guard.

Procedure for planning a private party

Email the pool board with your request. If the desired time slot is available and you would like to proceed, a life guard reservation form will be emailed to you to be filled out and returned with a signed check for the full amount at least **two weeks** ahead of time. Checks received with less than two weeks prior to the party may be returned and the schedule will be reopened. This is to provide adequate time for the pool service company to arrange the after hours guard coverage.

Birthday parties during regular hours

- The pool can be used during regular hours for small birthday parties (5 to 15 attendees) for young children supervised by parents.
- **Birthday parties must be scheduled through the pool board** to ensure adequate guard coverage is provided. Please target birthday party times to non-peak hours at the pool (11am to 1pm) to avoid the need for you to hire an additional guard.
- No birthday parties can be scheduled Saturday and Sunday.
- Guest passes must be provided for all non-member guests beyond the limit set forth in the guest pass policy.
- Birthday parties are scheduled on a first come, first served basis.
- Fees for the pool party guards (if needed) must be paid at least two weeks ahead of time.
- It is the host's responsibility to remove all decorations, rubbish and recycling from the pool area and restore the pool area to a condition better than how you found it.

Please email pool@oakleighforest.org to book a party or for more information.