

# Oakleigh Forest

## 2019 Pool Resident Membership

**Dear Oakleigh Forest Neighbors,**

We are looking forward to a great summer and hope you will join us as pool members. The 2019 pool season begins Saturday, May 25<sup>th</sup> and ends on Monday, September 2<sup>nd</sup>.

**Your 2019 Pool Board Committee:**

Brandy Curran	Laura Costa	Maria Garland
Scott Orlove	Geoff Hermanstorfer	

**Pool Membership Registration:**

You can complete your pool membership application online! Visit <http://bit.ly/ofcapool> to sign up and pay using our quick and easy online store. To register offline, complete the appropriate membership form and submit with your pool dues by May 15. Make your check payable to **Oakleigh Forest Civic Association (OFCA)** and drop your membership form and check in the OFCA Mailbox (in front of the pool on the street).

You can also register at the combined sign up opportunity at the pool on Tuesday, May 7<sup>th</sup> (**tentatively**) from 5:30pm - 6:30pm for: (a) pool membership, (b) swim team sign-up and (c) swim suit fitting.

**Upcoming pool activities** (*check the pool calendar on oakleighforest.org for updates*):

Memorial Day weekend picnic: Monday, May 27<sup>th</sup> (sponsored by Swim Team Boosters)

End of School Party: Friday, June 14<sup>th</sup> (pending final day of school)

Adult Social: TBD

Back to School Party: Saturday, August 31st (tentative)

Labor Day Fun Run/Ride & Brunch: Monday, September 2<sup>nd</sup>

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

We need volunteers to help get the pool area ready for opening. Please consider stopping by to help. Even just an hour will go a long way! There will be family "work" parties on these scheduled days and times:

Saturday, April 27<sup>th</sup> 10:00 AM to Noon

Sunday, May 5<sup>th</sup> 3:00 – 6:00 PM

Wednesday, May 15<sup>rd</sup> 5:00 – 8:00 PM (Rain Date)

**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 and sponsored non-resident 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).



## 2019 Pool Rate Structure Oakleigh Forest Residents

Membership Type - Resident	On/Before May 15	After May 15	Membership Notes
Individual Adult (Over 18)	\$250	+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.
Additional Adult	\$95	+5%	Available only in combination with Individual Adult membership.
Child	\$80	+5%	Child membership available only in combination with Adult membership. This membership is for those children who are between the ages of 2 and 18 as of Memorial Day 2019. (or up to age 22 if attending college and residing in OF membership household).  <b>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.</b>
Senior – Grandparent (Individual)	\$195	+5%	The Senior citizen rate is available to members who are 60 years and older as of Memorial Day 2019. Proof of age may be required. Two grandchildren are included in this membership. Additional grandchildren may be sponsored at \$40 each.
Senior – Grandparents (2 Adults)	\$250	+5%	The Senior citizen rate is available to members who are 60 years and older as of Memorial Day 2019. Proof of age may be required. Two grandchildren are included in this membership. Additional grandchildren may be sponsored at \$40 each.

Additional Fees / Options	Cost	Membership Notes
Guest Passes (Required for Friday, Saturday, Sunday and Holidays)	\$20	Guest passes can be purchased in books of 6. 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. <b>Baby- sitters may have access to the facility only while accompanying the child in their care.</b>
Daily Pool Passes (for OF Residents who are not Pool Members. <b>Must</b>	\$125	Pool passes can be purchased in one book of 10. Each pass is good for one non-pool member to use the pool facilities for one day. Pass must be presented to lifeguard. <b>One book may be purchased per family each season.</b>

<b>be resident in good standing)</b>		
New Resident Membership Fee	\$450	<i>There is a one-time new resident membership fee of \$450 payable over two years - \$225 per year.</i>
Renter Membership Fee	\$125	<i>Renters are required to pay an additional annual membership fee of \$125 per household.</i>

# 2019 Pool Operating Hours

## May 25<sup>th</sup> – through June 14<sup>th</sup>

Monday – Wednesday:	11:00am – 4:30 pm	Open
	4:30 – 7:00 pm	<i>Closed for Swim Team Practice</i>
	7:00 - 8:00 pm	Open
Thursday - Friday:	11:00am – 4:30 pm	Open
	4:30 – 7:00 pm	<i>Closed for Swim Team Practice</i>
	7:00 - 9:00 pm	Open
Saturdays:	11:00 am – 10:00 pm	Open
Sundays:	12:00 pm – 8:00 pm	Open

## June 15<sup>th</sup> – September 2<sup>rd</sup>:

Monday – Wednesday:	11:00am – 8:00 pm	Open
Thursday / Friday	11:00 am – 9:00 pm	Open
Saturday	11:00 am – 10:00 pm	Open
Sunday	12:00 pm – 8:00 pm	Open

**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.

## 2019 Swim Meets @ Oakleigh Forest Pool

- Saturday, June 22 NCA
- Tuesday, July 16 Fairwood
- Saturday, July 20 Berrywood

# Oakleigh Forest Pool Rules & Regulations

1. All pool members and guests must sign in to use the pool.
2. All guests must have a valid guest pass for pool admission.
3. All guests must be introduced to the lifeguard on duty and accompanied by the same pool member during the duration of their visit.
4. Non-paying Oakleigh Forest Residents **may not** use the pool as a guest. See Daily Pool Pass option.
5. 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*)
6. Children under **10** years of age must be accompanied by a pool member at least 13 years of age. Supervisors under the age of 18 may not be responsible for more than 3 children under the age of 10.
7. Children must be at least 2 years old and toilet trained to use the main pool. NO diapers are allowed in the main pool.
8. An adult must supervise children in the baby pool.
9. An adult must accompany all non-swimmers into the main pool.
10. Only Coast Guard approved flotation devices are permitted in the pool.
11. You must be 18 years of age to swim during Adult Swim.
12. NO running or horseplay in or near the pool.
13. NO hanging onto or playing on the diving board.
14. NO swimming in the diving area when the board is in use.
15. NO glass containers in the pool area.
16. NO gum or food in the pool.
17. NO Foul Language is permitted.
18. NO Smoking is permitted within the Pool Area.
19. No pool furniture may leave the fenced-in pool area.
20. Appropriate attire is required when utilizing the pool.
21. Only Lifeguards are allowed in the guard room
22. Children are prohibited from socializing with the lifeguards while on duty
23. The Lifeguards have **FULL** discretion in dealing with violations of pool rules.

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



## **Guest Policy**

The pool guest policy works through the **HONOR SYSTEM** to ensure our pool continues to be the excellent facility our community enjoys.

- Guest passes are required on Friday, Saturday and Sunday and Holidays. All guests must have a valid pool pass for pool admission. Guests must be identified to the lifeguard on duty and then recorded on the guest pass list next to the sign in sheet.
- No 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.
- 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 and Individuals 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. Renters are not permitted to sponsor non-residents as pool members. However, if there is a request to sponsor a non-resident, this request can be brought to the Pool Board.
- The guest pass policy may 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.

## **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 Form

**Adult:**

Name

Address

Phone

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**Children:**

Name

Birthday

Special Medical Information  
*(Allergy, diabetes, etc.)*

1.		
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2.		
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3.		
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-		
4.		
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-		
5.		
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-		

In case of emergency, please notify:

----- at Home:  
-----  
(Name) (Phone)

or Cell -----, 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:** \_\_\_\_\_

# 2019 Pool Rate Structure

## Oakleigh Forest Resident Dues Calculation Worksheet

*(Please indicate how your dues were calculated)*

Check-Off	Membership Type	Cost Before May 15 <sup>TH</sup>	Cost After May 15 <sup>TH</sup>	Work Area <i>(Please fill in totals)</i>
[ ]	Individual Adult (Over 18)	\$250	+5%	
[ ]	Additional Adults	\$95	+5%	Number _____ @\$95 = \$_____
[ ]	Child (each)	\$80	+5%	Number _____ @\$80 = \$_____
[ ]	Senior Grandparent (Individual)	\$195	+5%	
[ ]	Senior Grandparents (2 Adults)	\$250	+5%	
[ ]	Additional grandchildren	\$40	N/A	
[ ]	Guest Passes (6 Passes Per Book) *6 free guest passes are included with paid membership	\$20	N/A	Number ___ = \$

	Additional Fees / Options	Cost	
[ ]	Daily Pool Passes (Non-Pool Members) 10 Passes Per Book <b>(One Book Only)</b>	\$125	
[ ]	New Resident Membership Fee <i>Payable at \$225 over 2 years</i>	\$450	

**Date:** \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Make your check payable to **Oakleigh Forest Civic Association (OFCA)** and submit with your membership form (pg 7) and dues calculation worksheet (pg 8) to 1 Emerson Road.

# Dues Calculation Examples

2019

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

2 Adults	\$345
Children (2 @ \$80)	<u>\$160</u>
Total Membership Cost:	\$505

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

Total from example #1 above	\$505
+5% increase rounded	<u>\$25</u>
Total Membership Cost:	\$530

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

Total from example #1 above	\$505
New Resident Membership Fee (\$450 Payable over two years)	<u>\$225</u>
Total Membership Cost:	\$730

## Example 4: Family of 4 Sponsored Non-Resident Membership

2 Adults	\$525
Children (2 @ \$85)	<u>\$170</u>
Total Membership Cost:	\$695

## Example 5: Family of 4 Renting a house in Oakleigh Forest paying before May 15<sup>th</sup>

2 Adults	\$345
Children (2 @ \$80)	\$160
Renter Membership Fee	<u>\$125</u>
Total Membership Cost:	\$630

# **Oakleigh Forest (Pool Member Option)**

## **Guest Pool Pass Request Form**

Guest pool passes will be issued in books of 6. 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. **\$20.00 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. 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. (\$125 per book)

Name: \_\_\_\_\_

# **Oakleigh Forest**

## **Pool Party Information**

### **Private pool parties**

- The pool can be rented for private parties during non-pool hours
- 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. If not, a \$50 cleanup fee will be assessed.

### **Cost for private parties**

Guard fees are the responsibility of host, \$29.95/hr per guard.

### **Procedure for planning a private party**

Email the pool board with your request (ofcapool@gmail.com). 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. This is to provide adequate time for the pool service company to arrange the afterhours guard coverage.

### **Small parties during regular hours:**

- The pool can be used for small parties (defined as 6-15 non-member guests) during the following hours:
  - Monday - Thursday (all times)
  - Friday before 5pm
  - Sunday after 5pm
- No parties may be scheduled on holidays.
- Parties must be scheduled through the pool board.
- Guest passes must be provided for all non-member guests beyond the limit set forth in the guest pass policy.
- All parties during regular hours will require an additional lifeguard. Fees for the additional lifeguard (\$29.95/hr) are due at least two weeks in advance.
- Parties are scheduled on a first come, first served basis.
- 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 ofcapool@gmail.com to book a party or for more information.