

# Oakleigh Forest

## 2021 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 2021 pool season begins Saturday, May 29<sup>th</sup> and ends on Monday, September 6<sup>th</sup>.

**Your 2021 Pool Board Committee:**

- Anne O'Grady
- Tricia Brazill
- Alex Chobany
- Laura Costa
- Brandon Goodman
- Carey Hill
- Reese Lesko

**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. Please note, online payments include a 5% premium to cover credit card fees for the transaction.

To register offline, complete the appropriate membership forms along with a COVID-19 Indemnity Waiver and submit with your pool dues by May 15<sup>th</sup>. Make your check payable to **Oakleigh Forest Civic Association (OFCA)** and drop your forms and check in the OFCA Mailbox (in front of the pool on Whittier Pkwy). Please note, after May 15<sup>th</sup>, offline prices go up by 5%.

You can also register at the combined sign up opportunity at the pool on Sunday, April 25<sup>th</sup> **(tentatively)** from 5:30pm - 6:30pm for: (a) pool membership, (b) swim team sign-up and (c) swim suit fitting.

**COVID-19 and the 2021 Season:**

At this time, we are working on the assumption that the OFCA Pool will operate as it did during the 2020 season. We will continue to review the guidelines issued by our State and County Officials and amend our COVID-19 operating guidelines as necessary. Please note, where a COVID-19 operating policy contradicts the rules as listed in this packet, the COVID-19 operating policy shall be followed. Please check our website at

[oakleighforest.org/pool](http://oakleighforest.org/pool) and your email for updates on our COVID-19 operating policy. Please email us at [ofcapool@gmail.com](mailto:ofcapool@gmail.com) with any questions.

**Your volunteer support is needed and appreciated!**

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!

- Saturday, May 1<sup>st</sup> 10:00 AM – 1:00 PM
- Saturday, May 8<sup>th</sup> 10:00 AM – 1:00 PM
- Saturday, May 15<sup>th</sup> 10:00 AM – 1:00 PM (Rain Date)

**Upcoming pool activities:**

Please check the pool calendar at [oakleighforest.org/pool](http://oakleighforest.org/pool) and your email for updates throughout the season.

All activities listed below are tentative and dependent on the COVID-19 guidelines and restrictions as issued by our State and County officials.

Memorial Day weekend picnic: Monday, May 31<sup>st</sup> (sponsored by Swim Team Boosters)

End of School Party: Friday, June 18<sup>th</sup> (pending final day of school)

Adult Social: Join us for a “Trivia Night”, Saturday, June 26<sup>th</sup> (tentative)

Labor Day Fun Run/Ride & Brunch: Monday, September 6<sup>th</sup>

Back to School Ice Cream Social: Monday, September 6<sup>th</sup>

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

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**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).

# 2021 Pool Rate Structure

## Oakleigh Forest Residents

Membership Type - Resident	* Check / In-person	** Online (+5%)	Membership Notes
Individual Adult (Over 18)	\$250	\$263	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	\$99	Available only in combination with Individual Adult membership.
Child	\$80	\$84	Child membership available only in combination with Individual Adult membership. This membership is for those children who are between the ages of 2 and 18 as of Memorial Day 2021 (or up to age 25 if 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	\$205	The Senior citizen rate is available to members who are 60 years and older as of Memorial Day 2021. Proof of age may be required. Two grandchildren are included in this membership. Additional grandchildren may be sponsored at \$40 each (\$42 through online store).
Senior – Grandparents (2 Adults)	\$250	\$263	The Senior citizen rate is available to members who are 60 years and older as of Memorial Day 2021. Proof of age may be required. Two grandchildren are included in this membership. Additional grandchildren may be sponsored at \$40 each (\$42 through online store).

\* Fees will increase by 5% for check/in-person payments after May 15<sup>th</sup>

\*\* Online payments include a 5% premium to cover credit card fees for the transaction

Additional Fees / Options	Cost	Membership Notes
Guest Passes (Required for Friday, Saturday, Sunday and Holidays)	\$20 (\$21 online)	Guest passes can be purchased in books of 10. Each pass is good for one guest over the age of two to use the pool facilities for one day. 20 Free Passes will be provided with each paid pool membership. ALL guests must sign in to the guest book recording that a guest pass has been used. Babysitters will be exempt from the guest fee when they substitute for the paid pool member. However, any guests of the baby-sitter will be subject to guest fees. <b>Babysitters 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 be resident in good standing</b> )	\$125 (\$130 online)	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 holder must sign in to the guest book recording that a daily pool pass has been used. <b>One book may be purchased per family each season.</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 (\$236 per year online).</i>

# 2021 Pool Operating Hours

## May 29<sup>th</sup> – through June 18<sup>th</sup>

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

## June 19<sup>th</sup> – September 6<sup>th</sup>

Monday – Thursday:	11:00am – 8:00 pm	Open
Friday – Saturday:	11:00 am – 10:00 pm	Open
Sundays:	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.

Normal pool hours will be suspended for home swim meets, other swim team or social activities.

**Please check the pool website at [oakleighforest.org/pool](http://oakleighforest.org/pool) for updates regarding the 2021 Swim Meets being held at the Oakleigh Forest Pool.**

# 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. Refer to Guest Policy below.
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 any lifeguard or pool management related issues with an Oakleigh Forest pool board representative.**

## **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.
- Please be reminded that our Guest Policy works on the honor system. It is the pool member's duty to sign guests in on the guest pass list, rather than wait for the lifeguard to ask.
- 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

<b>Adult:</b>		
<u>Name</u>	<u>Address</u>	<u>Phone</u>
-----	-----	-----
-----	-----	-----
<b>Children:</b>		
<u>Name</u>	<u>Birthday</u>	<u>Special Medical Information</u> <i>(Allergy, diabetes, etc.)</i>
1. -----	-----	-----
2. -----	-----	-----
3. -----	-----	-----
4. -----	-----	-----
5. -----	-----	-----

In case of emergency, please notify:

----- at -----  
*(Name)* *(Phone)*

----- at -----  
*(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:** \_\_\_\_\_

# 2021 Pool Rate Structure

## Oakleigh Forest Resident Dues Calculation Worksheet For Offline (Check) Payments

*(Please indicate how your dues were calculated)*

Check -Off	Membership Type	Cost Before May 15 <sup>TH</sup>	+5% Cost After May 15 <sup>TH</sup>	Work Area <i>(Please fill in totals)</i>
[ ]	Individual Adult (Over 18)	\$250	\$263	
[ ]	Additional Adults	\$95	\$99	Number _____ = \$_____
[ ]	Child (each)	\$80	\$84	Number _____ = \$_____
[ ]	Senior Grandparent (Individual; includes 2 grandchildren)	\$195	\$205	
[ ]	Senior Grandparents (2 Adults; includes 2 grandchildren)	\$250	\$263	
[ ]	Additional grandchildren	\$40	N/A	
[ ]	Guest Passes (10 Passes Per Book) *20 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 9), dues calculation worksheet (pg 10) and COVID-19 Indemnity Waiver (pg 14) to the OFCA Mailbox (in front of the pool on Whittier Pkwy).

# Dues Calculation Examples

2021

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

2 Adults (\$250+\$95)	\$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>

2 Adults (\$262+\$100)	\$362
Children (2 @ \$84)	<u>\$168</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 Renting a house in Oakleigh Forest paying before May 15<sup>th</sup>

2 Adults (\$250+\$95)	\$345
Children (2 @ \$80)	<u>\$160</u>
Total Membership Cost:	\$505

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

## **Guest Pool Pass Request Form**

Guest pool passes will be issued in books of 10. 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: 20 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 10.**

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. One book may be purchased per resident family each season.

[ ] 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 reserved for private parties during non-pool hours
- The pool is reserved on a 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, leaving the pool area in the condition you found it. If not, a \$50 cleanup fee will be assessed.

## Cost for private parties

There is no pool reservation fee for a private party, however, lifeguard fees are the responsibility of the party host, at \$31.95/hr per lifeguard plus a \$35 processing fee. These fees are set by our pool management company and subject to change.

## Procedure for planning a private party

Email the pool board with your request ([ofcapool@gmail.com](mailto:ofcapool@gmail.com)). If the desired time slot is available and you would like to proceed, a lifeguard reservation form will be emailed to you to be filled out and returned with a signed check made out to OFCA 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 after hours lifeguard 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. Email the pool board with your request ([ofcapool@gmail.com](mailto:ofcapool@gmail.com))
- Guest passes must be provided for all non-member guests in accordance with the guest pass policy.
- All parties during regular hours will require an additional lifeguard. Fees for the additional lifeguard (\$31.95/hr) and processing fee (\$35) are due at least two weeks in advance. These fees are set by our pool management company and subject to change.
- 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, leaving the pool area in the condition you found it. If not, a \$50 cleanup fee will be assessed.

# Oakleigh Forest Swim Civic Association Pool Assumption of Risk and Waiver of Liability Relating to COVID 19

**Notice: This is a legally binding agreement. Read this document carefully and its entirety. By signing the agreement, you give up your right to bring a court action to recover compensation or obtain any other remedy for any damages however caused arising out of your use of the swimming pool, pavilion and associated equipment of the pool related to COVID-19.**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic. COVID-19 is extremely contagious and is believed to spread, mainly from person to person contact. As a result, federal, state, and local governments and health agencies recommend social distancing and have in many locations, prohibited the congregation of groups of people. Oakleigh Forest Civic Association Pool with premises and property known as 22/24 Whittier Pkwy, Severna Park, MD 21146 ("OFCA Pool") has put in place preventive measures to reduce the spread of COVID-19; however OFCA Pool cannot guarantee that you or your family members, as attendees of OFCA Pool, will not become infected with COVID-19.

By signing the waiver, I covenant and agree that I, my family members and any guests, will abide by all federal, state and local health agency guidance as well as all OFCA Pool policies or guidelines related to COVID-19 while attending the OFCA Pool. I acknowledge the contagious nature of COVID -19 and voluntarily assume the risk and accept sole responsibility that I, my family members and any guests may be exposed to or infected by COVID-19 by attending the OFCA Pool. I hereby release, covenant not to sue, discharge, and hold harmless the OFCA Pool, pool board members, swim team board members, coaches, HOA board members, contractors, lifeguards, volunteers, agents and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the OFCA Pool, pool board members, swim team board members, coaches, HOA board members, contractors, lifeguards, volunteers, agents, representatives and/or other attendees and their families, whether a COVID-19 infection occurs before, during, or after my and/or my family's or our guests attendance at the OFCA Pool.

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Print Name of Member

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Signature of Member

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Street Address of Member

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Printed names of all family members listed on membership