

Oakleigh Forest

2018 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 2018 pool season begins Saturday, May 26th and ends on Monday, September 3rd.

Your 2018 Pool Board Committee:

Tim Staines	Kim Goodman	Jennifer Hirt
Kerrie Heydt	Lisa Hussey	Brandy Curran
Jennifer Roberts	Derek Scott	Scott Orlove

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 submit your membership form and check to 1 Emerson Road.

You can also register at the combined sign up opportunity at the pool on Friday, April 27th 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 28th (sponsored by Swim Team Boosters)

End of School Party: Friday, June 15th (pending final day of school)

Adult Social: TBD

Back to School Party: Saturday, September 1st

Labor Day Fun Run/Ride & Brunch: Monday, September 3rd

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:

Sunday, April 29th 10:00 AM to Noon
Wednesday, May 23rd 5:00 – 8:00 PM

Saturday, May 19th 3:00 – 6:00 PM

Your volunteer support is needed and appreciated!

This registration package includes the following sections:

<u>Section</u>	<u>Page</u>
• Pool Charter	2
• Rate Structure for Residents	3
• Pool Operating Hours	4
• Pool Rules & Regulations	5
• Guest Policy	6
• Resident Membership Application Form / Worksheet	7-8
• Dues Calculation Examples	9
• Pool Pass Request Forms (Daily / Guest)	10
• Pool Party Information	11

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).

2018 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 2018. (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)	\$195	+5%	The Senior citizen rate is available to members who are 60 years and older as of Memorial Day 2018. 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 2018. 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. 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)	\$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. One book may be purchased per family each season.
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>

2018 Pool Operating Hours

May 27th – through June 8th

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:	12:00pm – 8:00 pm	Open

June 9th – September 4th:

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.

2018 Swim Meets @ Oakleigh Forest Pool

- TBD - Time Trials (Pool closes at 4:30)
- Saturday, June 23rd (Pool opens after swim meet finishes, usually by noon)
- Tuesday, June 30th (Pool opens after swim meet finishes, usually by noon)
- Saturday, July 14th (Pool opens after swim meet finishes, usually by noon)
- Saturday, July 26th (Pool closes at 4:30)

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.
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 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 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. 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.
- 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

Adult:		
<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
Children:		
<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 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:** _____

2018 Pool Rate Structure

Oakleigh Forest Resident Dues Calculation Worksheet

(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>
<input type="checkbox"/>	Individual Adult (Over 18)	\$250	+5%	
<input type="checkbox"/>	Additional Adults	\$95	+5%	Number _____ @\$95 = \$_____
<input type="checkbox"/>	Child (each)	\$80	+5%	Number _____ @\$80 = \$_____
<input type="checkbox"/>	Senior Grandparent (Individual)	\$195	+5%	
<input type="checkbox"/>	Senior Grandparents (2 Adults)	\$250	+5%	
<input type="checkbox"/>	Additional grandchildren	\$40	N/A	
<input type="checkbox"/>	Guest Passes (6 Passes Per Book) *6 free guest passes are included with paid membership	\$20	N/A	Number ___ = \$

	Additional Fees / Options	Cost	
<input type="checkbox"/>	Daily Pool Passes (Non-Pool Members) 10 Passes Per Book (One Book Only)	\$125	
<input type="checkbox"/>	New Resident Membership Fee <i>Payable at \$225 over 2 years</i>	\$450	
<input type="checkbox"/>	Renter Membership Fee	\$125	

I will help on the following clean up dates:	
<input type="checkbox"/>	Sunday, April 30 th 10:00 AM to Noon
<input type="checkbox"/>	Wednesday, May 17 th 5:00 – 8:00 PM
<input type="checkbox"/>	Saturday, May 13 th 3:00 – 6:00 PM

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

2018

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

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 15th

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 15th

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 15th

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 from Sunday to Friday outside of regular pool hours. 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

There is a flat fee of \$50 to utilize the pool for a private party. In addition, the guard fees must also be covered at the rate of \$29.95/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 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.