

**GLENKIRK ESTATES HOMEOWNERS ASSOCIATION
RECREATION FACILITIES**

**RULES AND REGULATIONS
2011**

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**Glenkirk Estates Clubhouse and Pool
14001 Estate Manor Drive
Gainesville, VA 20155**

**Mailing Address/Managing Agent:
C/o TWC Association Management
12110 Sunset Hills Road, Suite 60
Reston, VA 20190
703-437-5800 703-471-6578 (fax)
twcmanage@aol.com**

**GLENKIRK ESTATES HOMEOWNERS ASSOCIATION
RECREATION FACILITIES**

RULES AND REGULATIONS

2011

The following rules and regulations are for the benefit and protection of all members and their guests. They have been established by the Board of Directors to ensure the safe and sanitary operation of the facilities and to provide enjoyable recreation for the members and their guests. Infractions by an individual member or guest may result in temporary suspension of pool privileges. These rules are in compliance with the Swimming Pool Ordinances and Regulations of Prince William County, Virginia.

Section 1 - Pool Management

The Board of Directors has hired a pool management company that will provide for the daily maintenance and cleanliness in and around the pool area. The pool management company is also responsible for supervising the lifeguard staff and for enforcing the Rules and Regulations adopted by the Board of Directors. The Pool Manager and the lifeguards will be in full charge of the pool facilities at all times.

Section 2 - Enforcement of Pool Rules and Regulations

Each member of the Pool Management Staff has responsibility for enforcing the rules and regulations, and these regulations apply to all pool users. Parents are asked to remind their children to observe the rules and to obey the instruction of the manager and staff. Children and adults are expected to show the guards proper respect and cooperation at all times. The management staff shall take such action as deemed necessary for the safe and orderly operation of the facilities.

Lifeguards, as agents for the Board of Directors, have authority to temporarily suspend the pool privileges of any guest who breaks the rules. Grievances and complaints must be referred, in writing, to the Board of Directors c/o TWC Association Management, 12110 Sunset Hills Road, Suite 60, Reston, VA 20190. The Fax number is 703-471-6578. Concerns can also be sent via email to TWCMange@aol.com.

Section 3 - Pool Facilities

The facilities consist of:

- a. One Olympic size pool
- b. One wading pool
- c. Men's and women's restroom facilities with showers
- d. A clubhouse that is available for rent by resident members, and
- e. A playground.

Section 4 - Pool Admission Requirements

- a. Admission to the facilities shall be granted only to members of Glenkirk Estates HOA and Associate Pool Members in good standing with assessments and membership fees paid in full and no outstanding violations. All permanent residents of a household are entitled to use the facility. Proof of residency may be required.
- b. Each member in good standing and their children over 4 years old will be issued a **permanent** pool pass that must be revalidated each season with a new yearly sticker. **Pool passes should not be discarded when the season ends**, as a \$5.00 replacement fee per pass will be charged (**see Section 4d below**).
- c. All persons using the facilities are required to identify themselves with a valid Glenkirk Estates pool membership card. Pool users must also register with the gate attendant upon each visit to the pool (**see Section 9 - Pool Guests**).
- d. Lost membership cards should be reported promptly to either TWC Association Management or the gate attendant at the pool. The replacement fee is \$5.00 per card, payable to Glenkirk Estates Homeowners Association and sent to TWC. Once the card is reported lost and the \$5.00 replacement fee has been paid, the new membership card will be mailed to the member's home address on file with TWC.
- e. If a membership card is used by anyone other than the member, the member risks suspension of privileges.
- f. All members, their immediate families and guests shall use the facilities at their own risk.
- g. Only persons 12 years of age or older shall be admitted to the pool unless the conditions specified in **Section 8 - Children at Pool** are met.
- h. Persons admitted shall agree, for the benefit and protection of all users, to abide by the health and safety requirements as set forth in these regulations (**Section 6 - Pool Health and Section 7 - Pool Safety**).
- i. Entrance shall be only through the prescribed portals.
- j. Persons who are intoxicated will not be admitted on the premises. Alcoholic beverages are not permitted on the pool grounds under any circumstances.
- k. Persons baby-sitting children who are not members must arrange for guest passes (**see Section 8 -Children at Pool**) unless other arrangements are made in advance.

Section 5 - Pool Operation

- a. The pool opens at 11:00 a.m. on Saturday, May 28, 2011 and closes for the season at 6:00 p.m. on Monday, September 5, 2011. The 2011 schedule is:
 - 1. While Prince William County Public Schools are in full session (through June 17, 2011), the facility will be open:

Monday through Friday	4 p.m. to 8 p.m.
Saturday, Sunday, Holidays	11 a.m. to 8 p.m.
 - 2. After Prince William County Public Schools have closed for the summer (beginning June 18, 2011), the facility will be open:

Everyday	11 a.m. to 8 p.m.
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- b. Upon daily pool closing, all persons must promptly leave the pool area, clubhouse and restrooms. Anyone loitering in these areas more than twenty minutes after closing without sufficient reason may be subject to suspension of privileges.
- c. The pool may be closed without notice for emergency maintenance, inclement weather (including thunder and lightning even though it may not be raining), when the air temperature reading is below 65 degrees, unsanitary water conditions, or whenever such action is necessary in the judgment of the Pool Manager or his/her representative. Prince William County Health Regulations will determine when the facility can reopen. **For safety reasons, the pool must remain closed for 45 minutes after lightening and/or thunder.**
- d. During a 10 minute break every hour, the pool is to be set aside for use by those who are 16 years of age or older. Members under 16 years of age must leave the water. This is a mandatory rest period for younger children.

Section 6 - Pool Health

- a. Swimmers and bathers are required to take a soap shower before entering the pool. Without question, this is the **BEST** single means of safeguarding health.
- b. In consideration of your own health, and the health of others using the pool, use of the swimming pool or wading pool during and immediately following any illness is inadvisable. In particular, individuals having infections of the skin, eyes, respiratory or gastrointestinal system, open lesions, wearing bandages, or having coughs or colds, will be excluded from the pool.
- c. Swimmers will enter the pool deck **ONLY** through the designated entrances.
- d. Swimmers must use the footbath to rinse off any clinging grass before entering the pool.
- e. **SPITTING, SPOUTING OF WATER, CHEWING GUM, OR BLOWING THE NOSE** in the pool **ARE STRICTLY FORBIDDEN**.
- f. The Pool Manager may require a person who has become chilled or incapacitated to leave the pool area and take a hot shower to warm up. Such a person may not be allowed to return to the pool immediately.
- g. All injuries occurring on the premises must be reported immediately to the Pool Manager and TWC Association Management at (703)437-5800.
- h. Enforcement of health rules shall be the responsibility of the Pool Manager.

Section 7 - Pool Safety

- a. The Pool Manager and lifeguards are in full charge of the pool area and are authorized to enforce all safety rules. Such authority includes the right to restrict the use of such equipment such as inner tubes, balls, floats, etc.; the right to restrict water activities; and the right to evict all persons who fail to comply with these rules and regulations. Situations arising which are not specifically covered by these rules and regulations will be handled by the Pool Manager and reported to the Board of Directors.

* **Except for approved safety equipment, floats, balls, toys, water wings, inner tubes, etc. may only be used in the pool at designated times.**

- b. Each member shall provide an emergency phone number or numbers to be on file in the clubhouse where a responsible friend or relative can be reached should a situation occur that affects the member's safety while at the pool.

- c. No swimming or entering the pool area or restrooms is allowed during non-pool hours and/or in the absence of a lifeguard. Pool privileges for the remainder of the season may be revoked for illegally entering the pool or clubhouse.
- d. Swimmers shall direct their attention to the lifeguard **IMMEDIATELY** upon hearing the lifeguard's whistle, and clear the pool upon a call to do so. Lifeguards have full authority to clear the pool of swimmers in an emergency.
- e. No running, pushing, acrobatics, wrestling, ball playing (except for approved activities at designated times), raucousness or causing undue disturbance is permitted in or about the pool, restrooms or clubhouse.
- f. Standing jumps and diving from the side of the pool may be allowed at the discretion of the lifeguard staff, but in deep water only. Jumping and diving into the water will not be allowed if the pool is too crowded.
- g. No glass containers of any kind will be allowed on the pool deck.
- h. Smoking will not be allowed on the pool deck or elsewhere within the pool facilities or clubhouse.
- i. **Alcoholic beverages are not permitted on the pool deck or within the pool facilities during regular pool hours.**
- j. Street shoes will not be allowed on the pool deck.
- k. All swimmers must wear proper bathing suits. Cutoffs and street clothes are not allowed on the pool deck or in the swimming pool.
- l. Animals or pets will not be allowed within the pool enclosure.
- m. Profanity will not be allowed within the pool facilities or clubhouse.
- n. Individuals who come to use the pool may not enter the clubhouse lounge or kitchen.
- o. Children under 18 are not allowed in the clubhouse lounge or kitchen unless they are attending a specific function.

Violations of the pool rules and regulations may result in temporary or permanent suspension of privileges.

Section 8 - Children at Pool

- a. Children under 10 years of age will not be admitted unless a responsible person at least 16 years of age accompanies them. Children under 12 may not bring guests to the pool unless supervised by someone age 16 or older.
- b. Unaccompanied admission for children between the ages of 10 and 12 shall be allowed in the facility only if the following conditions both are met:
 - 1. Written consent of the child's parent or legal guardian for unaccompanied admission to the pool must be on file at the pool office. A form will be provided for the parent or guardian to complete.
 - 2. The child must successfully pass a swim test as prescribed and administered by the Pool Manager.
- c. Parents and legal guardians are advised to refrain from using the pool as a "**baby sitter**". The privilege of unaccompanied admission for their children shall be revoked if a responsible person is not available for consultation at the emergency phone number as required in **Section 7**.

- d. To prevent fatigue, a **ten (10) minute rest period for children under the age of 16 will be observed every hour.** Children under 16 years of age will be required to vacate the pool and will not be allowed to re-enter until the rest period is over.
- e. The wading pool is limited to use by children **UNDER 6 YEARS OF AGE.** Children using the wading pool **MUST BE SUPERVISED AT ALL TIMES** by an accompanying person of 16 years of age or older.
- f. The Association will not furnish lifeguard service at the wading pool. Parents or those delegated by the parents to be in charge of their children, **SHALL BE SOLEY RESPONSIBLE FOR** children in the wading pool.
- g. Children who cannot swim will not be allowed to venture into deep water in the adult pool unless they are under the close **SUPERVISION OF THE PERSON IN CHARGE OF THE CHILD.**
- h. For health reasons, children who are not potty trained **MUST** wear snug fitting plastic pants specifically designed for use in swimming pools over their diapers when they are using either the wading pool or the adult pool.

Section 9 - Pool Guests

- a. Glenkirk resident pool members, there is no charge for guest passes. For Associate Pool Members, the charge for guest passes is \$2 per person per day, for guests 4 years of age and older.
- b. No more than four guests **per pool member household** are permitted to use the facilities at the same time unless special arrangements are made in advance with TWC Association Management. Children under the age of 12 are not permitted to bring guests to the pool unless supervised by someone age 16 or older. Children between ages 12 – 15 are permitted to bring one guest to the pool per person when not supervised by someone ages 16 or older, with a limit of two guests per member household at one time.
- c. Each guest is limited to 10 visits during the 2011 pool season. If you have a relative staying with you for an extended period of time who would like to use the recreation facilities, please contact TWC Association Management.
- d. Rules governing Pool Guests:
 - 1. Guest privileges shall consist of admission and use of the Association facilities. The member sponsor assumes full responsibility for his/her guests. The Association will not be responsible for any accident or injury in connection with use of the facilities by guests.
 - 2. Guests are subject to the same rules and regulations as members.
 - 3. Guests must be registered at the gate prior to admission.
 - 4. The Pool Manager has the authority to restrict guest privileges whenever deemed necessary for the safe and orderly operation of the facilities.
 - 5. The Pool Manager may restrict or suspend all guest privileges as required to alleviate overcrowding of the pool or recreation area.

Section 10 - Pool Lost and Found

- a. To preclude the possibility of lost articles, all clothing and towels brought to the pool or recreation area should be marked so they are readily identifiable.
- b. The Association is not responsible for loss or damage to personal belongings, bicycles, or automobiles on the Association premises.
- c. Lost articles may be claimed by applying to the Pool Manager. Articles not claimed within 30 days will be disposed of at the discretion of the Pool Manager and the Board of Directors.

Section 11 - Swimming Lessons

Rules and Regulations governing swimming lessons (if available) will be posted separately, and information concerning swimming lessons will be available at the registration desk.

Section 12 - Pool Parking

Parking in the recreation facilities' lot is strictly prohibited UNLESS it is for the purpose of attending an authorized function or to use the pool or playground. Unauthorized vehicles found in the lot are subject to towing without further notice at the vehicle owner's risk and expense.

Section 13 - Community Room Rental

The community room is available for rental by Glenkirk Estates residents for approved functions. A copy of the application form is enclosed herein. The Managing Agent will provide further information upon request. Use of the community room by swimmers is not allowed.

Section 14 - General

- a. The facilities of the Association including the physical plant, decorations, signs, equipment, trees and plant life are an expensive asset of the Association. Willful destruction or damage of Association property by individuals is an encroachment upon the rights and investment of the entire membership. Property damage will be charged to the responsible members of the Association.
- b. Trash and litter shall be discarded in the containers provided. Please help **KEEP YOUR ASSOCIATION FACILITY CLEAN.**
- c. Food and refreshments may be consumed only in designated areas.
- d. Children using the playground equipment located at the pool facility must be supervised by a person 16 years of age or older at all times.
- e. The Prince William County Police are authorized to enter the Association facilities at any time and exercise the same authority as in any public place.
- f. The use of profanity or other offensive language will be justification for eviction from the premises.
- g. The Board of Directors for Glenkirk Estates Homeowners Association shall act upon situations not specifically covered in these rules and regulations. The Board of Directors is also empowered to amend, add or delete rules as they deem appropriate for the good of the membership.

- h. All complaints or concerns regarding the pool and its management should be in writing and mailed to the Board of Directors, Glenkirk Estates Homeowners Association, C/O TWC Association Management, 12110 Sunset Hills Road, Suite 60, Reston, Virginia 20190. Concerns can also be sent via email to TWCManage@aol.com.

Attachments: Clubhouse Rental Application

THIS IS YOUR ASSOCIATION - USE IT - ENJOY IT - SUPPORT IT!

MANAGING AGENT - TWC Association Management
12110 Sunset Hills Road, Suite 60
Reston, Virginia 20190
(703) 437-5800
(703) 471-6578 (fax)
E-mail: twcmanage@aol.com

GLENKIRK ESTATES HOMEOWNERS ASSOCIATION
C/o TWC ASSOCIATION MANAGEMENT
12110 Sunset Hills Road, Suite 60

Reston, VA 20190
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twcmanage@aol.com

CLUBHOUSE RENTAL REQUEST

Name: _____

Address: _____

Phone Numbers: (H) _____ (W) _____

Date Requested (Month) _____ (Day) _____ (Year) _____

Hours: (From) _____ am/pm (To) _____ am/pm

Number of Persons Attending: _____

Type of Function or Activity: _____

Rental Fee: \$125.00

Deposit: \$250.00 _____

Signed: _____ Date: _____

Rent Check Received:

_____ **Date** **Amount**

Security Deposit Received:

_____ **Date** **Amount**

Premises Inspected:

_____ **Date** **By**

Security Deposit Refunded

_____ **Date** **Amount** **Check No.**