

COLONY PARK/WOODLYNNE 2019 APPLICATION TO SWIMMING POOL & RECREATIONAL FACILITIES



IMPORTANT INFORMATION!

ALL OWNERS AND/OR TENANTS ARE REQUIRED TO SUBMIT A NEW MEMBERSHIP APPLICATION EACH YEAR. Until a SIGNED 2019 application is received and processed, you may not have access to the pool.

Upon receipt of the completed application 2019 passes and/or stickers will be sent to each owner/resident older than 10 years. One (1) 15 punch Guest pass will also be issued to each unit. *Pool passes will only be issued to homeowners whose accounts are in good standing.* If you are a new owner, you will receive a key chain pool pass to gain entry to the pool upon receipt of a completed application.

Please do not dispose of these passes after the pool season is over, they will be reused the next season.

Completed and signed applications may be emailed to: s.miller@cardinalmanagementgroup.com

Cardinal Management Group, Inc., Agent
4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192
Phone: (703) 569-5797 ~ Fax: (703) 866-3156

COLONY PARK/WOODLYNNE 2019 APPLICATION TO RECREATION FACILITIES

IMPORTANT - ALL RESIDENTS ARE REQUIRED TO SUBMIT A NEW APPLICATION

April 17, 2019

RE: 2019 Pool Season and Pass Applications

Dear Colony Park/Woodlynn Resident(s):

I am writing to you on behalf of the Board of Directors of Colony Park Recreation Association regarding the above-mentioned subject. Summer is approaching and once again it is time to prepare for the opening of the pool. The pool will open on Saturday, **May 25, 2019**, and will close on Monday, **September 2, 2019**. The pool hours for the 2019 season are as follows:

Monday – Friday (during school) 4:00 PM – 8:00 PM	Saturday 11:00 AM – 8:00 PM
Sunday 11:00 AM – 8:00 PM	Memorial Day 11:00 AM – 8:00 PM
Monday – Friday (starting end of school year) NOON – 8:00 PM	Lap Swimming – by request daily 6:00 PM – 7:00 PM

Enclosed, you will find the 2019 Colony Park Recreation Pool Membership Application. Passes are only issued for residents of the property address.

Initial Pool Pass – YOU MUST KEEP YOUR POOL PASSES ONCE YOU RECEIVE THEM. Each year, stickers will be issued, so that your pass is valid for that season, as long as you are current on your HOA assessments. All passes in 2019 are considered new on the original application. **Any and all previously** issued pool passes are null and void and cannot be used at the pool (this includes picture passes).

Each resident must have a valid 2019 pool pass in order to enter the pool. One (1) 15 punch Guest pass will be issued to each residence. Guests are not permitted to use the pool without a resident accompanying them. Once all 15 initial punches are used, one (1) additional 15 punch Guest pass can be purchased for \$30.00, payable to Colony Park Recreation Association (check and/or money order only). **The lifeguards cannot issue Guest passes.**

If after you receive your original 2019 pool pass, it is lost or misplaced, you must contact Cardinal Management Group, Inc., for a replacement. The cost is \$10.00 per pass requested, check or money order only. Checks/money orders should be made payable to Colony Park Recreation Association; funds for replacement passes must be received **prior** to the issuing of passes. **The lifeguards cannot issue replacement passes.**

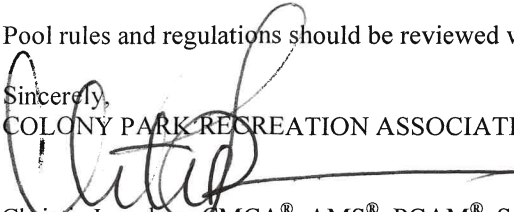
Please allow up to **two (2) weeks** for processing of the pool passes, from the date your application and/or payment is received in our office. **Email submission is preferred.** Please send your completed membership application by email or US Postal Service to:

Colony Park Recreation
c/o Cardinal Management Group, Inc., Attn: Sonja Miller
4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192
s.miller@cardinalmanagementgroup.com

POOL PASSES ALONG WITH THE POOL RULES & REGULATIONS WILL ONLY BE ISSUED TO HOMEOWNERS WHOSE ACCOUNTS ARE IN GOOD STANDING.

Pool rules and regulations should be reviewed with residents, children and guests of your home.

Sincerely,
COLONY PARK RECREATION ASSOCIATION


Christie Loveless, CMCA®, AMS®, PCAM®, Senior Portfolio Manager
Cardinal Management Group, Inc.
Agents for Colony Park Recreation Association

Enclosures

cc: Read File/Manager File (Pools)

COLONY PARK/WOODLYNNE 2019 APPLICATION TO RECREATION FACILITIES

2019 Pool Membership Application

Please *print* all information

I. Name (First, Middle, Last): _____

II. Unit Address: _____

III. Owner Off-Site Address: _____

*(If applicable, please note off-site owners **must** assign pool privileges to their tenant(s) and list them below. Please include a **current copy** of the lease. Passes will be held until current lease is received.)*

IV. Tenant Name(s) (First, Middle, Last): _____

V. Home Phone: _____ Work Phone: _____

VI. E-mail: _____

VII. Resident(s): Name	Age <small>(must be filled in)</small>	New	Replacement	Sticker
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. Emergency Contact:

Name (First, Middle, Last): _____

Address: _____

Home Phone: _____ Work Phone: _____

I hereby covenant and agree that I have read and fully understand all regulations made by the Board of Directors for the maintenance and operation of the swimming pool and facilities, and that I will abide by the same. Any changes that may hereafter be promulgated thereto, and that I will forever defend and save harmless the Association, its servants, agents, and employees from any claim, demand, debt or damage asserted by any guest, servant, invitee, child, dependent, or relative, or mine by reason of any alleged loss or injury to person or property, whether known now or discovered in the future, including loss of life, suffered in or about said pool or club area, or in any way arising therefrom, and I hereby forever release and discharge the said Association from any such claim which I may hereafter have on my own behalf, whether known now or discovered in the future, and agree that the said pool and facilities area shall be used at the sole risk and responsibility of the users thereof.

Owner Signature

Date: _____

Replacement pool passes are \$10.00 per pass. Please include your check payable to Colony Park Recreation for any replacement passes. Applications requesting replacement passes without payment will be returned.

Colony Park Recreation
c/o Cardinal Management Group, Inc., Attn: Sonja Miller
4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192
s.miller@cardinalmanagementgroup.com

COLONY PARK/WOODLYNNE RECREATIONAL FACILITIES RULES AND REGULATIONS - 2019

These rules and regulations cover the use of the pool area, the tennis and basketball courts, and the recreational facilities parking lot have been adopted by the Recreation Committee, which consists of three (3) Colony Park Community Association (CPCA) and two (2) Woodlynne Community Association (WCA) representatives. Users of the recreational facilities are expected to abide by the rules and regulations. Situations not covered in this document shall be dealt with at the discretion of the Committee Chair, or his/her designee. Revisions may be made at any time by the Committee.

DEFINITIONS

Definitions are for the purposes of these rules and regulations only.

1. Committee; the Recreation Committee.
2. Adult; A person 18 years of age or older.
3. Child; A person who is 10 years of age or younger.
4. Designated person; A person who is at least 16 years of age and who has been named by a parent or guardian to accompany a child into the pool area.
5. Member; The owner of record of property in CPCA or WCA.
6. Member in good standing; An owner, whose Association account is up-to-date, including payment of Association fees, attorney fees, attorney or collection fees, or any other assessment imposed by the respective Association.
7. Resident; Person living in the Colony Park and Woodlynne community.
8. Pool area; the area that includes the land upon which the main pool, the wading pool, and the pool house is situated.
9. Recreational Facilities (RF); the area that includes the pool area, the tennis and basketball courts, and the parking lot.
10. Pool Pass; Plastic key tag w/Identification Number.

RULES ENFORCEMENT

The Recreation Committee, which oversees the safe and orderly operation of the RF, contracts with a professional pool management firm to operate the pool. Pool lifeguards are employees of the contractor who receive instruction from the Committee. The Committee has delegated to the lifeguards the authority to enforce the rules and regulations contained herein.

Lifeguards are authorized to cause the removal of any person from the pool area for the remainder of the day if that person has violated a pool rule or regulation. Such action will be reported to the Committee and/or Management Company, as soon as is practical. In turn, the Committee will report serious or repeated infractions to the CPCA and WCA Board of Directors for appropriate actions, including revoking pool privileges for more than one (1) day.

IDENTIFICATION

1. Only qualified owners and their residents/tenants will be able to obtain pool passes, and/or have access to other recreational facilities. An owner is "qualified" if he/she is current in the payment of his/her homeowner's assessments, and/or not in violation of any published rules and regulations of his/her respective homeowner's association.

2. To obtain pool passes, all qualified owners must complete and sign an annual pool pass application for him/her and any of his/her residents.
3. If the home is rented, the pool pass application must be accompanied by a completed "Resident Information Form".
4. A Plastic Key Tag with an Identification Number will be used to track membership.
5. Every pool user more than 10 years old will be issued a Pool Pass.
6. Each time a pool user enters the pool area, he/she must sign in with his/her name and tag number, and show his/her pool pass to the lifeguard
7. Pool passes will be validated on an annual basis prior to the beginning of the swimming season.
8. If an individual loses his/her pool pass, a replacement can be purchased for \$10.00 from Cardinal Management Group, Inc. Pool passes are not available for purchase at the pool.
9. When a resident brings a guest to the pool, the resident must present his/her 15 punch Guest pass so the guest can be accounted for. One (1) Guest pass will be issued to each household, for each season. The pass is valid for fifteen (15) guest visits to the pool. Guests must be escorted by a person with a valid pool pass. Guests will not be admitted to the pool without such escort. The conduct of the guest is the responsibility of the escort. Only three (3) guests are permitted with each escort. Additional Guest passes can be purchased for \$30.00 from Cardinal Management Group, Inc.
10. Pool passes are the property of the Committee and are for the exclusive use of CP and WL. The passes are not transferable and may be suspended or revoked by the Committee for violations of the respective Association's legal documents or rules and regulations, or these pool rules and regulations.
11. Unit owners are liable for their family, renters and guests. Any user of the Recreational Facilities, property, equipment, etc., are responsible for destruction or damage to said property (or their parents, if minors) will be held responsible for replacement and/or repair of any damage, as deemed appropriate by the Committee.
12. Children 10 years old or younger must be supervised at all times while **IN THE POOL AREA** by an adult or designated person, who must be within easy reach of the child at all times.
13. Children 10 years old or younger must be accompanied by an adult or designated person **WHILE IN THE POOL.**
14. **ALL** swimmers must leave the main pool at the signal of the lifeguard(s) for a fifteen (15) minute rest period each hour. Sitting on the pool edge or pool steps, or ladders, is not permitted during the 15 minute rest break. Rest periods do not apply to the wading pool.

DIVING (when authorized)

1. No diving is permitted in the shallow end of the pool (3 to 5 feet level).
2. Upon surfacing, a diver must swim directly out of the roped diving area or to the ladder.
3. A person on the diving board must not dive until the previous diver has cleared the roped diving area or reached a ladder.
4. Only one (1) person is permitted on the diving board or a ladder at anytime.
5. The following are prohibited:
 - use of floatation devices while diving
 - excessive bouncing on the diving board
 - horseplay on the diving board
 - general swimming in the diving area
 - diving from pool edges in the diving area when the diving board is in use

WADING POOL/DIAPER REQUIREMENTS (WADING AND MAIN POOLS)

1. The wading pool is reserved for children six (6) years and younger.
2. Children in the wading pool area must be supervised and attended by an adult or a designated person, who must be within easy reach of the child at all times.
3. Children who have not been toilet trained **MUST WEAR SWIM DIAPERS AND TIGHT-FITTING RUBBER PANTS IN THE MAIN AND WADING POOLS.** Children with disposable or cloth diapers are not permitted in the main pool or wading pool.

POOL OPERATING REGULATIONS

1. No person shall use the pool facilities unless the pool is officially opened and lifeguards are on duty. Unauthorized persons found inside the pool area when the pool is closed will lose their privileges for the remainder of the summer and risk prosecution for trespassing.
2. No person will be admitted to the pool without a pool pass. This does not apply to residents under the age of 10 who are accompanied by an adult or designated person with a pool pass.
3. All pool users shall take a shower using soap and warm water, and thoroughly rinse off before entering the pool. This practice will help keep the pool sanitary and cut down on costly chemicals.
4. Persons who have obvious infections (colds, lesions, open sores, etc.) will not be allowed in the pool.
5. Clothing and shoes:
 - Persons using the pool shall wear proper swimwear.
 - Cut-offs or clothing considered suitable for street attire is prohibited.
 - Street shoes are prohibited on the pool deck.
 - Clothing with obscene or suggestive wording or graphics is prohibited.
6. Persons must stay clear of guard stations at all times and in no way distract on-duty lifeguards.
7. Instructional US Coast Guard approved flotation devices may be used under the direct supervision of an adult. Beach balls, diving toys and noodles are allowed in the pool. Goggles (those that cover eyes only) are allowed in the pool.
8. Large floats, inner tubes, squirt guns, sports balls (soccer balls, volley balls, basketballs, etc.) are not permitted in the pool area at anytime.
9. Life rafts larger than 4 feet by 4 feet are not permitted in the pool at anytime.
10. Running, pushing, wrestling, dunking, standing, or sitting on another person's shoulders is prohibited.
11. The pool may be closed at the discretion of the pool manager on duty in case of thunder, lightning, rain, operational breakdown, or "unsanitary conditions".
12. Radios are prohibited in the pool area. Exception: radios with earphones played at a volume that does not disturb other persons.
13. **SMOKING, FOOD AND BEVERAGES**
 - Smoking, chewing tobacco and chewing gum are prohibited in the pool area. Smoking is not allowed inside the building. Smoking is only allowed outside the pool building at a designated area and will be strictly enforced. Smokers are expected to keep this area clean and not to leave matches, lighters or cigarettes unattended.
 - County health regulations require that eating be restricted to the tables around the pool only. No food or beverage is allowed in the dressing rooms.
 - Breakable objects, such as glass containers, are not permitted in the pool area.
 - Intoxicated persons are not allowed in the pool area at any time.

- All refuse must be placed in containers provided for this purpose.
14. No Pets of any kind are allowed in the pool area.
 15. Parents are responsible for watching their children, especially young ones who do not swim. The lifeguards have many duties to perform and they are not baby-sitters.

SAFETY

Safety is of primary concern to the Committee. All persons using the pool do so at their own risk and agree to abide by these rules and regulations. CPCA and WCA assume no responsibility for accident or injury in connection with such use, or for any loss or damage to personal property. Members are responsible for the actions of their children, residents, tenants, and guests. All users are instructed to observe all rules and regulations, and to obey the instructions of the lifeguards.

TENNIS/BASKETBALL COURT

The courts are for the use of CPCA and WCA residents only. No bikes, mopeds, etc., are allowed on the courts. Courtesy related to duration on use of courts is expected so all members may have time to enjoy the courts.

RECREATION FACILITY PARKING LOT

1. Only vehicles owned by a CPCA or WCA members, and their residents or tenants, are permitted in the parking lot.
2. The lot will be open only during pool hours.
3. No loitering in the Recreational Facilities area is permitted.
4. Lot will not be used for any reason unrelated to the use of the pool and tennis/basketball courts, unless approved by the Committee.