



2019 POOL OPERATING PROCEDURES and RULES

The areas governed by these operating procedures and rules include existing pool facilities, clubhouses, recreation centers, playgrounds, sport courts, private drive areas and parking lots, adjacent sidewalks/trails, and all adjacent/surrounding common grounds. The operating procedures and rules detailed or referenced in this document may be added to or revised by the HOA Board of Directors at any time and are superseded by the Rules of Enjoyment and Declaration. The most recent version of this document, including the aforementioned revisions by the HOA Board of Directors, will be posted in clubhouse hallways and on HOABrookside.com.

Any questions regarding these 2019 Pool Operating Procedures and Rules should be directed to the HOA's Community Manager at HOAofBrookside@gmail.com or (540) 359-6246.

I. POOL SEASON AND HOURS OF OPERATION:

A. Riley Road Clubhouse

The season will start on **Saturday, May 25, 2019** and end on **Tuesday, August 13, 2019**.

1. The pool will be open seven (7) days a week (weather permitting):
Hours of Operation: 11:00 AM – 6:00 PM Sunday through Saturday, May 25-July 28.
1:00 PM – 8:00 PM Sunday through Saturday, July 29-Aug. 13.
2. The *Brookside Hurricanes* swim team will practice outside normal pool open hours according to the schedule attached in Addendum A. For the three scheduled home swim meets listed in Addendum A, the pool will open no later than 2:00 pm.

B. Lake Ashby Center

The season will start on **Saturday, May 25, 2019** and end on **Monday, September 2, 2019**.

1. The pool will be open seven (7) days a week (weather permitting):
Hours of Operation: 11:00 AM – 8:00 PM Sunday through Saturday

The pool manager or head lifeguard has the authority to temporarily close the pools for issues related to health, safety, weather, mechanical, or other such matters. Notification of all closings will be posted at the clubhouse entrance, and, depending on the length of the closure on HOABrookside.com. **If the pool manager or head lifeguard closes the pools due to inclement weather, the pools must remain closed for a minimum of 45 minutes and may only reopen when the pool manager determines that the inclement weather has cleared.**

A fifteen-minute LAP/FITNESS/AEROBIC exercise time shall be observed before each hour (from 0:45 to 0:00 of each hour). **During this time, the lap lanes are reserved solely for those individuals performing lap swim or fitness/aerobic exercises.** Lifeguards are not required to be on duty or actively providing guard services during the unsupervised lap/fitness swim period.

1. SWIMMING POOL ADMITTANCE

A. General Admittance

No person shall use the pool facilities unless the pools are officially open and lifeguards are on duty. Unauthorized persons found inside the pool fence when the pools are closed will lose pool use privileges for at least the remainder of the season and risk prosecution for trespassing.



2019 POOL OPERATING PROCEDURES and RULES

Only Brookside Members/Residents in good standing and their authorized guests may gain entry into the community pools, via the scanning of their assigned clubhouse fob. Note that there will be no access to the pools or pool deck areas via the fence gates - access to and from the facility shall be through the clubhouses only. The Pool Management Company, Pool Committee, HOA Community Managers, or Board of Directors members may ask for picture ID to verify residency.

The privilege to use the pools may be suspended by the Board of Directors for any owners who are delinquent in their assessment payments by more than sixty-one (61) days, or if they have otherwise not complied with any provisions of the HOA Governing Documents, including rules and regulations.

Safety is of primary concern to the HOA of Brookside and its members. All persons using the pools do so at their own risk and agree to abide by the facility operating procedures and rules. Any individual entering the pool may be subject to a basic swim test if deemed necessary by the lifeguard(s) on duty to ensure the safety of all pool patrons. A basic swim test will be administered by a lifeguard at the Riley Road pool, and may consist of the following exercises, subset of exercises, and/or something similar in nature as determined by the lifeguard administering the swim test:

- a. Swimming one length of the pool without stopping
- b. Treading in deep water for 30 seconds
- c. Floating on back for 30 seconds

The parent or legal guardian must be present when minors are taking a swim test – NO EXCEPTIONS. The Pool Management Company will log all successful swim tests. Lifeguards will issue a wristband to swimmers who successfully complete the swim test. The wristband shall be worn while at the pool so that the guards can easily identify swimmers who have successfully passed the swim test and may be in the water without direct adult supervision.

The HOA of Brookside assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property. Residents (Owners and Tenants) are responsible for the actions of their family members and guests.

B. Guest Admittance

Each residence will be given 2 permanent passes and 10 one-time use guest passes. Additional guest passes will be available to purchase for \$30 per 10 guest passes. Residents are allowed to bring guests (up to 5 at a time) to the pool and will remit to the lifeguard one guest pass per guest. Residents **must remain at the pool with their guests** at all times, and upon the resident leaving the pool, so shall all of their guests. Residents are responsible for communicating the pool rules to their guests.

C. Unaccompanied Minors

Unaccompanied minors are allowed to enter the pool without adult supervision and have one guest of equal age or older only if they (resident and guest) have successfully passed a basic swim test administered by the pool staff, as outlined in 1A. The lifeguard-issued wristband must be worn while at the pool so that the guards can easily identify swimmers who have successfully passed the swim test.

As a friendly reminder, please refrain from using the lifeguards and pool facilities as a substitute for parental or adult supervision. All pool patrons, including unaccompanied



2019 POOL OPERATING PROCEDURES and RULES

minors, are subject to the terms of the Brookside Operational Procedures and Pool Rules. Repeated violations of the current Brookside Pool Operating Procedures and Rules can result in removal from the pools and/or revocation of pool privileges.

Residents are responsible for the behavior of their children (including unaccompanied minors) and guests at all times.

2. MAIN SWIMMING POOL RULES:

Pool Management Company personnel, including lifeguards, are employed to ensure the safe and orderly operation of the pools. **All pool users shall cooperate fully with the instructions and directions of these individuals, who shall be treated with respect at all times.** Pool management staff has the right to dismiss any person not obeying the provisions set forth in this document, including but not limited to, the following rules below:

1. **NO ALCOHOL is permitted on the pool deck(s), balcony, parking lot(s), or clubhouse(s),** per the Association's Rules of Enjoyment, which states "Alcoholic beverages are not permitted on the common areas". Anyone found bringing alcoholic beverages to the pool will be asked to remove the beverages from the premises, and repeat offenders could be called to a hearing before the Board and lose their pool privileges.
2. The use of all flotation devices will be limited to items that have the U.S. Coast Guard seal of approval. Exceptions will be addressed by the Pool Manager and/or HOA Community Manager on a case-by-case basis. Inflatable rafts are not permitted. Nerf balls, pool noodles, and small toys shall be allowed at the discretion of the lifeguards. Water guns and super soakers are permitted; however, discretion and caution should be used in consideration of other pool patrons. **Lifeguards may order any ball, toy, or water gun be removed if not used in a respectful manner around other pool patrons.**
3. Children should be supervised while using the restrooms and showers. All showers are to be turned off when not in use.
4. Proper swimming attire is required - no 'cut-offs', street clothes, cotton t-shirts, etc. shall be permitted. Clothing intended for the specific purpose of swimming must be worn to enter the pool.
5. Disposable diapers are prohibited in the main pools. Swim diapers are required (if necessary).
6. Defacing of Brookside property is prohibited and subject to prosecution. The cost of any property damage shall be charged to the HOA member found responsible.
7. Smoking, including vaping and e-cigarettes, is prohibited at the pools and recreation complexes, including in the pool, within the fenced pool area, the surrounding grounds, tot lot, sports courts, parking areas, and other nearby common areas.
8. **NO GLASS ITEMS ARE PERMITTED IN THE FENCED POOL AREAS.** This includes glass bottles and glass containers (i.e. - Pyrex dishes and other food containers).
9. In consideration of pool patrons, unhealthy individuals having infections of the skin, eyes, open lesions, wearing bandages, or having coughs or colds will be excluded from using the pool.
10. Personal chairs may be brought to the pool but shall not be placed so as to obstruct the path around the pool or entry into the pool.
11. Pets (other than certified service dogs) are not allowed in the clubhouses or pool areas.
12. DIVING is not permitted. Jumping into the water from a standing position and in such a way that your feet enter the water first, near the pool edge, is permitted.



2019 POOL OPERATING PROCEDURES and RULES

13. Sitting or otherwise plugging fountain features with one's body, toys, towels, clothing, or any other object is not permitted.
14. **Running, jumping off, or hanging from the sun deck ledge and stairs/benches is not permitted. Sitting or lying on the center island is not permitted.**
15. It is important that Pool Management Company personnel have the ability to clearly hear and see any individual in distress within the pool area. Therefore, **the control of noise within the pool facilities is essential.** The pool manager, lifeguards, residents, and guests must help in keeping the noise at or below a tolerable level.
16. Running, pushing, hitting, wrestling, dunking, shoulder sitting/standing, chicken fighting, horseplay, or otherwise causing undue disturbances are prohibited.
17. Offensive behavior, including but not limited to profanity, bullying or verbal abuse, including oral, gestured or via physical contact, is prohibited.
18. Lap fitness lanes are reserved for lap swimming or fitness/aerobic exercise only. No play will be permitted within the lap lane areas.
19. Playing with, or hanging on, the buoy line and lane marker is not permitted.
20. No gum chewing is permitted within the pools or clubhouse facilities.
21. Spitting, spouting of water or similar unhygienic actions are not permitted.
22. Ordering food delivery to the pool area is permissible, but please direct the delivery personnel to call the recipient upon arrival at the clubhouse. **Any member and/or guest who orders food MUST meet the delivery personnel at the front door, not on the pool deck.**
23. Food may be consumed on the pool deck, but only in a manner that limits crumbs and debris from being spread onto the pool deck, and always at a distance of at least six (6) feet from the water's edge.
24. Trash, refuse, and recycling must be placed in the proper containers. **Pool patrons are responsible for cleaning up their own areas**, including all spills and food debris on tables and surrounding areas.
25. Injuries or incidents occurring within the pool property must be reported immediately to Pool Management Company personnel who will submit a report regarding the incidence to the HOA Community Manager. The HOA Community Manager should also be notified for all serious injuries at (540) 359-6246.
26. All members and their guests shall respect the property rights of homeowners in the immediate neighborhood of the pool. Property of nearby homeowners will not be used for short cuts or abused in any way. Violations of this rule will result in suspension of pool use privileges as determined by the HOA Board of Directors.
27. All members and their guests shall refrain from entering the fitness facility rooms, conference rooms, seating area, and the upstairs multi-purpose area, as well as any other carpeted spaces in both the Riley Road Clubhouse and Lake Ashby Center while wearing wet swimming attire.
28. The HOA, Pool Management Company, Pool Committee, HOA Management Agent, and/or the Board of Directors is/are not responsible for any lost or stolen articles. Lifeguards will keep a lost and found box for viewing, however, if articles are not claimed within a reasonable amount of time, the pool manager or Pool Committee may periodically dispose of lost items.

3. WADING POOL RULES

Wading pools are restricted to and may only be used by children ages 5 and under and their supervising adult, who must remain within the wading pool area with the child. Children over age 5 are permitted inside the wading pool fenced area but are not allowed in the wading pool itself, especially during the unsupervised lap/fitness/aerobic exercise time in the



2019 POOL OPERATING PROCEDURES and RULES

main pool. No lifeguard is ever on duty at the wading pool, although the lifeguards may monitor the wading pool at any time so as to ensure residents adhere to the wading pool rules.

- a. No running inside the wading pool enclosure area.
- b. Disposable diapers are prohibited in the wading pool. Swim diapers are required (if necessary).
- c. Pool chairs are not permitted in the wading pool water.

Failure to comply with wading pool rules may result in a suspension of pool use privileges.

4. ENFORCEMENT OF RULES

The pool rules are intended to ensure pool safety and to provide an enjoyable experience for all pool patrons. It is the responsibility of pool patrons to understand the operating procedures and rules, including how rules will be enforced, and the disciplinary measures that can be taken as a result of rule violations.

The pool rules are recommended by the Pool Committee and approved by the HOA Board of Directors. The Pool Management Company and its lifeguards are NOT responsible for the creation of the pool rules. The lifeguards on deck are responsible for the enforcement of the rules, and as such, are required to use their discretion in dealing with rule violations.

Pool Management Company personnel, including the lifeguards on duty, are responsible for the safe and orderly operation of the pools. Any matter requiring immediate action shall be brought to the attention of the Pool Manager or lifeguard.

Lifeguards may eject anyone, at any time, from the pool premise for up to 48 hours in order to protect the safety of all pool patrons. Serious or repeated infractions of these operating procedures and rules shall be reported by the Pool Management Company personnel to the HOA Manager for appropriate action by the HOA Board. Such action may include suspensions of pool use privileges. Anyone in violation of the pool rules may be required to leave the pool facilities.

Use of the pools is a privilege – not a right. Any HOA member whose privilege to use the pools have been suspended may appeal that suspension to the HOA Board of Directors at its next regularly scheduled meeting.

Lifeguards may use their discretion and violations may be subject to the following:

A. *Adults and Unaccompanied Minors*

Safety is of primary concern to the HOA and its members. All persons using the pool agree to abide by the Pool Operating Procedures and Rules. Lifeguards will use the following disciplinary measures to address rule violations:

1. Verbal Warning - When a pool rule is broken, the lifeguard will give a verbal warning to the individual(s) that identifies the infraction as it pertains to the current pool rules.
2. Day Eviction – Failure to comply with the Pool Rules after a verbal warning will result in removal from the pools and surrounding premises for ONE DAY.
3. Week Eviction – Once an individual has been issued a Day Eviction, a subsequent rule violation will again be treated with a Verbal Warning. Failure to comply with the Pool Rules after that Verbal Warning will result in a ONE WEEK Eviction.



2019 POOL OPERATING PROCEDURES and RULES

4. Suspension of Pool Privileges - Once an individual has been issued a WEEK Eviction, a subsequent rule violation will result in a Verbal Warning. Failure to comply with the Pool Rules after that verbal warning will result in a WEEK Eviction, Loss of Unaccompanied Minor Privileges, and/or Loss of Family Pool Privileges for the remainder of the pool season.

Rule violations will be logged by the lifeguards and reviewed on a regular basis by the Pool Committee Chairperson and HOA Board. Failure to comply with the lifeguard during the disciplinary process may result in immediate removal from the pools and/or revocation of pool privileges.

B. Accompanied Minors

The following disciplinary action will be taken by the guards upon violation of the pool rules by minors who are accompanied by a parent.

1. When a pool rule is broken, the lifeguard will give a verbal warning to the individual(s) that identifies the infraction as it pertains to the current pool rules.
2. When a second warning is issued for rule violation, the lifeguard may require a time-out, or parents may be required to remove their children from the pool premises for a specified amount of time. Such actions will be reported to HOA Manager.
3. Upon the third warning, the lifeguard may instruct the minor and parent to leave the pool premises. Failure to obey this instruction may result in automatic revocation of pool privileges. A written request to the HOA Board of Directors will be required to request return of revoked pool passes.

Additionally, anyone found continually violating the Pool Operating Procedures and Rules may be given a probation period, during which probation period any additional violation will result in a suspension of pool use privileges. Any serious or subsequent breach of the Pool Operating Procedures and Rules will result in a minimum two-week suspension of the Pool Pass for the offending individual, and at the HOA Board discretion the offending individual's entire household. Subsequent violations will result in forfeiture of pool usage for the remainder of the season.

Any individual caught vandalizing or misusing community equipment will be reported to the HOA Board of Directors. This could result in suspension of privileges, possible legal action against the offending individuals' household, and reimbursement to the community for expenses to repair damaged property.

5. POSTING OF BULLETIN BOARD NOTICES

A bulletin board will be maintained for pool, sport court, and other general HOA notices, most of which can also be found on HOABrookside.com. Requests to post notices should be made to the HOA Community Manager – all postings subject to approval prior to posting.



2019 POOL OPERATING PROCEDURES and RULES

Addendum A



MEETS, BANQUETS, and PRACTICE SCHEDULE

Time Trials – June 8, 2019; 6:00 – 10:00 am. One guard will be on duty during time trials.

Home Meets –will be held on the following Saturdays beginning at 6:00 am. Two guards will be on duty during swim meets.

- June 15
- June 29
- July 13

The pool will open to residents at 2:00 pm on days of home meets. BHST will conduct meet set-up on Fridays before home meets at 7:00 pm, or at such time the Riley Road pool closes to residents.

Team Picture Date – June 19, 2019. The pool will close to residents at 5:00 pm. In the event of inclement weather, the make-up date for team pictures is July 10, 2019.

End of Season Banquet – Sunday, July 28, 2019 from 4:00 to 8:00 pm. Two guards will be on duty during the team banquet. The pool will close to residents at 4:00 pm. This date marks the end of the BHST season.

Practice Schedule – one guard will be on duty during practices.

Morning practices will be held 8:00 – 10:30 am Wednesdays and Fridays of each week throughout the season, beginning June 5, 2019 and ending on July 26, 2019. If the date of the last day of school changes, so may the date of the first morning practice.

Evening practices will be held from 6:00 pm- 9:30 pm Monday through Thursday of each week throughout the season, beginning May 28, 2019 and ending on July 25, 2019.

Practices may be cancelled due to unfavorable weather conditions and holidays.

There will be no practices on July 4, 2019.