

Forest Knolls Pool, Inc.

11105 Foxglove Lane
P.O. Box 838, Woodmoor Station
Silver Spring, MD 20918-0838
301-593-9883

"In the Heart of Your Neighborhood"

January 2012

Dear Pool Member:

The Pool Board is looking forward to another great summer season and we sincerely appreciate your support. We very much hope you plan to renew your membership at Forest Knolls Pool for 2012. Following is information about the coming season, membership renewal and forms that should be submitted by May 15, 2012, along with current photos for identification purposes.

Please note the following:

1. Dues for the 2012 season have not increased.
2. Responding to members, the Board purchased new furniture for the upcoming season and will work diligently with our management company (Lighthouse Pools) and pool staff to ensure greater cleanliness throughout the premises. We will also strive to communicate any schedule changes in as timely a manner as possible.
3. Dues are payable in full by **May 15, 2012 (afterwards a \$25 late fee will apply)**. Payment can be made by PayPal (see details following) or by check: paid in full, in halves or in four installments (January, February, March, and April). After opening day (May 26), full payment will be required in order to access the pool.
4. Membership forms, pictures and checks should be mailed to Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838. Please update personal information (address, phone, photos, and email). **If any questions, please contact Matt Newby at 301-593-9692 or Mike Amitay at 301-593-4466.**
5. Membership information (including this letter/forms), event invites and general membership meeting notices will be posted on the pool website (www.forestknollspool.com) and transmitted primarily by email. During the season, information about events and membership meetings will also be posted at the pool.

GENERAL INFORMATION - SUMMER 2012 SEASON

Operating Schedule: The pool is open seven days a week from Memorial Day Weekend through Labor Day Weekend. Hours of operation are:

	<u>May 26-June 12</u>	<u>June 13-Aug. 26</u>	<u>Aug. 27-Sept. 3</u>
Weekdays	3:30pm - 7:30pm	11:30am - 8:00pm	3:30pm - 7:30pm
Weekends (Fri. evening, Sat., Sun.)	11:30am - 9:00pm	11:30am - 9:00pm	11:30am - 9:00pm

The pool will be closed for swim team competitions at following times:

Wed. June 13, Wed. July 18 - pool closes early at 5:00 pm; Sat. June 23, 30 and July 14 - pool opens late at 12:30 pm.

Every Sunday from 4:00-6:00 pm is "Raft Day" – rafts and other inflatable devices are allowed in the pool at this time only.

Members are asked to exit the pool (water) 15 minutes prior to closing times noted above and are expected to exit pool grounds at closing times. The schedule is subject to change in event of inclement weather or unforeseen operating issues. Notification of unanticipated schedule changes and other important information will be provided by email, posted on the pool website and posted at the pool with as much advance notice as possible.

Pool Staff: The staff of Forest Knolls Pool consists of well-trained and professional employees supervised by Lighthouse Pools, Inc., which manages pool operations, daily administration, and safety requirements. If you or someone you know might be interested in seeking a pool staff position, please contact Bruce Schaper at bschaper@lighthouse-pools.com.

Admittance to the Pool: **Members must sign-in at the front desk when entering the pool.** A staff member will verify membership information. A responsible person 14 years or older must accompany and care for any child under the age of 10. (If responsible person not a member, guest fee applies). Members and guests between the ages of 10 and 17 may enter the pool without an adult member if completed Parental Consent Forms for both members and guests are on file. Any child entering without a parent or guardian may be asked to pass a water safety test.

Water Safety: At its discretion, pool staff may require any member or guest between the ages of 10 and 17 unaccompanied by an adult, to pass a basic water safety test. To pass, the individual must swim one length of the pool, tread water for one minute and float for one minute. **A parent or guardian must be in the water at all times with any child using a flotation device, regardless of age.**

Guests: Members must register all guests at the front desk and provide a guest pass or pay \$5 daily guest fee for each guest. The member must be present as long as registered guests remain on pool property. Guest fees and Guest Pass Cards (10 passes for \$30) can be purchased at the front desk. Each pass may be used for any one guest for one day. Children under 2-years-old admitted free. Each household also receives three "Family Days" per season, when members may bring visiting family members to the pool for free by registering each usage with pool staff at the front desk. **The guest fee applies to all guests on the pool deck, whether or not they swim or enter the pool.**

Party Rentals: Members are encouraged to host private parties/events. The three covered areas (including picnic table) can be rented for birthday parties or other gatherings for a \$25 fee (payment due at start of event). Please register your event at the pool office at least one week in advance (first come, first serve). Non-members in attendance must register at front desk and regular guest fees apply.

Board Committees and Volunteers: Forest Knolls Pool depends on the dedication and support of members to upkeep and improve the facility each season. Much effort is required prior to opening day and all year around. The Board of Directors continues to consider co-op fees and other means of balancing volunteer labor requirements and operating expenses. We will continue seeking input throughout the year and hope to provide a variety of ways for members to contribute to upkeep and beautification so that future fees are unneeded.

Building & Grounds Committee: We need members to help with the spring clean-up, landscaping, painting, and other activities. Chris Namovicz and Nanci Schaefer are leading the Building & Grounds Committee this year. Spring Cleanup activities and other important projects will begin in April. For more details, or to volunteer in this area, please contact Chris Namovicz 301-592-1653.

Community Outreach and Membership Committee: While membership increased 25% in 2011, the Board of Directors continues to prioritize bringing in new members and needs help developing community outreach efforts. The more members we have, the more improvements we can make at the pool. If you are interested in sharing ideas, communicating with our neighbors, supporting efforts to familiarize people with the pool (Open House, Bring Your Neighbor Day, etc.) or want to otherwise get involved bringing new members to the pool, please contact any Board Member.

Social Events Committee: The Board seeks members' help arranging social activities, such as the Yard Sale, Memorial Day Party, Open House Weekend (June 2/3), July 4th Extravaganza, Movie Night, Labor Day Party, Oktoberfest, etc. If you are interested in helping with social activities, please contact any Board member.

Swim Team – The Seahawks: Children between the ages of 4 and 18 are encouraged to join the Forest Knolls Seahawks Swim Team, a Division "L" competitor in the Montgomery County Swim League (MCSL). At the time of registration, swimmers must be associated with an active pool membership. Please see swim team flyer in this mailing for additional background and registration information or visit pool website at: <http://forestknollspool.com/seahawks/> If you are interested in joining or supporting the team or have questions, please contact Team Rep **Laurie Forte** at: team_rep@forestknollspool.com

Swim Lessons: Forest Knolls Pool offers swim lessons for all age groups, and membership is not required to register. More information will be posted at the front desk after the season opening. If you are interested in registering, being an instructor or have specific questions, please contact **Nanci Schaefer at 301-593-1907.**

Use of Pool by Outside Groups: Last season, the pool earned more than \$10K by allowing select youth camps to use our facilities. We expect to pursue such opportunities for the 2012 season to raise much needed revenue and increase our outreach to the community. Although we will attempt to minimize any overlap with operating hours noted above, it is possible that on some days there may be a short period of time at the beginning of the day where the main pool area is shared with these groups; however, during these times, the baby pool area will be reserved for the exclusive use of our members. We will post the schedule for such uses on our website and bulletin board as this information becomes available. [We apologize for any inconvenience, and ask for your understanding and patience in support of this effort to expand our revenue base without raising membership fees.]

Board of Directors: A Board of Directors has managed Forest Knolls Pool, a non-profit membership association, for fifty years. The Board and its management company (Lighthouse Pools, Inc) oversee operation and administration of the pool and strive to improve the quality of service provided. We welcome your comments and support. If you are interested in serving on the board or any of its Committees please contact any current member. Board Members for the 2012 season are:

President	Mike Amitay	president@forestknollspool.com	301-593-4466
Vice President	Chris Namovicz	vicepresident@forestknollspool.com	301-592-1653
Secretary	Joni Jacobs	secretary@forestknollspool.com	
Treasurer	Matt Newby	treasurer@forestknollspool.com	301-593-9692
Board Member	Laura Hickok	laura_hickok@forestknollspool.com	
Board Member	Robin Nicholson	robin_nicholson@forestknollspool.com	
Board Member	Alan Simon	alan_simon@forestknollspool.com	
Board Member	Joe Yanovitch	joeyanovitch@forestknollspool.com	301-593-9018
Board Member (Swim Team Rep)	Laurie Forte	team_rep@forestknollspool.com	

Renewal Form – 2012

Instructions: Dues are to be paid in full by May 15, 2012 and may be made in up to four monthly installments. After May 15th a \$25 late fee must be paid. Please complete renewal form, parental consent form (as needed), and include current photos along with payment.

Adult #1		Adult #2	
Address		Address	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	
Email		Email	

Names & Ages of Children:

Names of other adults or children residing at same address: Additional fee (\$75) for each additional household member including, but not limited to extended family members, adult children (over 22-years-old), nannies or babysitters who regularly accompany members' children. Guest fees apply if additional household member fee not paid when membership renewed. Any questions to Mike Amitay (301-593-4466) or Matt Newby (301-593-9692)

I certify the names listed above are those of my immediate family and other persons actually residing at my household.

Signature of Adult Member

Date

Forest Knolls Pool 2012

Payment #1

January Installment, or Full Payment (Due 5/15/12)

(If paying by credit card through PayPal, please see website: www.forestknollspool.com/membership/)

The enclosed payment of \$_____ includes:

- | | |
|---|---|
| <input type="checkbox"/> \$495 – Family dues (or Installment 1 of 4 \$123.75) | <input type="checkbox"/> \$ 75 – Inactive Membership |
| <input type="checkbox"/> \$405 – Couple dues (or Installment 1 of 4 \$101.25) | <input type="checkbox"/> \$ 75 – Additional Household Member |
| <input type="checkbox"/> \$330 – Single dues (or Installment 1 of 4 \$82.50) | <input type="checkbox"/> \$ 30 – Guest Pass Card (includes 10 passes) |
| <input type="checkbox"/> \$ 25 – Late Fee | |

Also enclosed is Personal Info (above) Current Photos Parental Consent Form

Checks payable to: Forest Knolls Pool, Inc.

Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Forest Knolls Pool 2012

Payment #2 of 4

February Installment

Member Name: _____ Amount enclosed: \$_____ (Families \$123.50; Couples \$101.25; or Singles \$82.50)

Checks payable to: Forest Knolls Pool, Inc.

Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Forest Knolls Pool 2012

Payment #3 of 4

March Installment

Member Name: _____ Amount enclosed: \$_____ (Families \$123.50; Couples \$101.25; or Singles \$82.50 \$75)

Checks payable to: Forest Knolls Pool, Inc.

Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Forest Knolls Pool 2012

Payment #4 of 4

April Installment

Member Name: _____ Amount enclosed: \$_____ (Families \$123.50; Couples \$101.25; or Singles \$82.50)

Checks payable to: Forest Knolls Pool, Inc.

Mail to: Forest Knolls Pool, P.O. Box 838, Woodmoor Station, Silver Spring, MD 20918-0838

Discipline Policy Form (please sign and return)

A. Inappropriate Behavior

- Distracting lifeguards.
- Running on the deck.
- "Overzealous" splashing of others.
- Using swim noodles to hit others or pool property, including the water.
- Yelling and screaming.

Consequences for These Behaviors

First offense - warning from guard.

Second offense - 15 minutes sitting out.

Third offense - another 15 minutes sitting out and a **CALL TO PARENT!**

B. Unacceptable (Dangerous/Disrespectful) Behavior

- Roughhousing - i.e., dunking a swimmer, jumping on other swimmers.
- Using profanity or other verbal abuse.
- Refusing to comply with directions of pool staff.
- Defacing pool property.

Consequences for These Behaviors

First offense - 30 minute "time out", child not allowed to swim - **NO WARNING!**

Second offense - child will not be allowed to swim for remainder of the day; and parent/caretaker will be notified (at work or home).

Third offense - child will not be allowed in the pool the day following the offense including swim team practice. The head lifeguard will notify the parent/caretaker of the action. (*This also applies to any intentional introduction of contaminants into the pool.*)

If problems or questions arise and mediation is needed, please contact a Board Member.

THE LIFEGUARD STAFF IS NOT RESPONSIBLE FOR MAKING AN UNACCOMPANIED CHILD STAY ON POOL PROPERTY. FOREST KNOLLS POOL IS NOT RESPONSIBLE WHEN A CHILD LEAVES POOL PROPERTY.

I have read and discussed the guidelines stated in the policy with my child(ren) and we understand these rules must be obeyed to ensure the safety and comfort of everyone using the facilities at Forest Knolls Pool. A parent or guardian, and child(ren) must sign this form before admittance to the pool.

Parent signature	Date
Child signature	Date
Child signature	Date
Child signature	Date

Parental Consent Form

As a parent or legal guardian, I, _____ give the following child(ren), who are **between the ages of ten and seventeen** and have passed a basic water safety test administered by the pool staff, my permission to be on pool property during operational hours without my personal accompaniment. I understand that the basic water safety test consists of swimming one length of the pool and treading water and floating for one minute. I understand it is the child(ren)'s responsibility to comply with the pool rules. I also understand that it is not the pool's responsibility to ensure that my child(ren) stays on pool property.

Names & Ages of Children:

Name	Age	Name	Age

Parent/Guardian Signature

Date

	Mother's Info	Father's Info	Emergency Contact
Name			
Daytime #			
Evening #			
Cell #			

PAYPAL INSTRUCTIONS

Forest Knolls Pool membership and renewal fees can be paid by using PayPal, an on-line company that processes credit and debit card payments over the Internet. For a fee (3.0% of total transaction), you may use PayPal to pay membership dues and related fees. There are several ways to use PayPal to make your payment.

1. A single one-time payment.
2. Split your renewal payment over four consecutive months. Your account is debited automatically; you do not have to remember to make a payment each month.
3. Split your renewal payment over two consecutive months.

With PayPal, you can debit your checking account, or use a credit card. The transaction is secure and PayPal transfers funds directly to the pool account. Please review the following information regarding how to make these payments.

- If you already have a PayPal account.
 - Go to the Forest Knolls Pool website: <http://www.forestknollspool.com>
 - Once on the website, locate the following headline: Renewal and Membership Forms.
 - Click on the statement "CLICK HERE" and you will go to the page with a number of options to choose from. Click on any one of the option buttons to choose from and Forest Knolls Pool and PayPal will take care of the rest.
- If you don't have a PayPal account.
 - You will need to go to the PayPal website: <http://www.paypal.com>
 - From there, you can register and transmit your information. You can setup PayPal to debit your checking account, and/or any of your major credit cards. Once you've setup your PayPal account, you will then need to go to the Forest Knolls Pool website: <http://www.forestknollspool.com>
 - Once on the website, locate the following headline: Renewal and Membership Forms.
 - Click on the statement "CLICK HERE" and you will go to the page with a number of options to choose from. Click on any one of the option buttons to choose from and Forest Knolls Pool and PayPal will take care of the rest.

Paying by PayPal, while slightly more expensive (3.0% added to total), allows you to more easily spread cost of pool membership/renewal over an extended period and provides much needed assets before the beginning of the season.

Please note, that the Renewal and Consent forms must still be completed and mailed in before your membership renewal will be deemed complete. Please make sure you read through all instructions and sign where needed. Thank you.