

West Memorial

Civic Association

Recreation Facility Access Card Registration and Policies

In an effort to promote more secured access to the pool facility, your Board of Directors has initiated a new access registration procedure and the pool entry gate has been upgraded to include an electronic card reading entry system. The new access process will include mandatory registration of all residents who wish to utilize the facilities and the one-time assignment of one (1) electronic access card to each residence at no charge. One (1) additional card per residence can be purchased for \$25.00. Lost, damaged or stolen cards will be suspended in the access system once reported and can be replaced for a fee of \$25.00.

The addition of the electronic card reading system will allow the Association to better monitor and control access in and out of the facility. The system will document the entry and exit date and time of each registered card for security purposes and also allow suspension of access to those residents who do not follow the facility rules or fail to maintain a “good standing” status through payment of assessment fees. **So please keep track of your card from year to year, as access will be reinstated on the same card each season based on your standing with the Association.**

In addition to the pool access system, we will be adding an access system to the clubhouse doors to assist with the security and maintenance during facility rentals. For example, if you rent the clubhouse for a private event, management will update access during your rental timeframe through your access card programming. This will provide more convenience to our residents and save on costly lock changes when a key is accidentally lost.

It is extremely important that all access card holders follow the rules for entry into the facilities and not allow use of your card to anyone other than the approved residents of your household. A copy of the facility rules can be found on the website or obtained through management. The registration form enclosed also provides the consequences applicable for any access card holder that fails to follow the rules. Please complete the enclosed form and bring with you to registration day scheduled before the Annual Membership meeting on May 22, 2018, from 5 – 8 pm at the clubhouse. **FOR MORE TIMELY REGISTRATION.....send your completed form to the management office prior to registration day and we will have your card ready for pickup in a separate line! Email, mail or fax it to the office information below.** After May 22, access cards can be picked up at the management office Monday-Friday during normal business hours.

We hope that all of you will agree this new process and upgrade to the facility will be a great asset to the community and will help to maintain a safe and enjoyable amenity for all. Please feel free to contact management with any additional questions or information needed. The 2018 pool schedule can be found on the reverse side of this letter and on the community website.

For the Association,
High Sierra Management

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FACILITY ACCESS CARD REGISTRATION FORM

NAME: _____ HOME PHONE: _____

ADDRESS: _____ DAYTIME/CELL: _____

Circle One: OWNER RENTER

Pool Access Cards will not be issued to tenants without submission of current lease agreement listing names and ages of all residents including children and teens living in the property. Adults 18 years of age and older must submit copy of Identification Card with lease agreement and application form.

Two (2) cards allowed per household; one (1) at no charge and one (1) additional for a \$25.00 fee. A \$25.00 fee will also be required for replacement of lost, stolen or damaged access cards. Lost, stolen or damaged access cards will be automatically suspended from use on the gates once reported.

MEMBERS REGISTERING FOR THE ABOVE HOUSEHOLD

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In case of emergency, please contact: _____ Phone: _____

By signing below, the above listed residents have read and acknowledge the recreational facilities rules provided on the back of this form and agree that all members of the household will abide by such rules and regulations. It is understood that failure to do so will result in revocation of pool facility use for a period to be determined by the Board of Directors or Management. Residents also acknowledged that pool facility privileges can be suspended for failure to maintain a "good standing" status with the Association due to nonpayment of assessment dues or violation of the governing documents as determined by the Board of Directors or Management.

Signature: _____ Date: _____

For Office Use Only

#1 Access Card No: _____ #2 Access Card No: _____ Paid By: ___ Check ___ Cash
Date Issued: _____ Issued By: _____ Date Issued: _____ Issued By: _____ Check No. _____

**-Swimming is only allowed when a lifeguard is on duty-
-Trespassers will be prosecuted-**

1. Annual Swim passes required to enter pool premises
2. *Children 12 years of age and under must be accompanied by an adult 18 years of age or older who must be within arm's reach of non-swimming children and children in flotation devices. If children 10-12 years of age can pass a swim test administered by the lifeguard they may utilize the pool without a partner or guardian.*
3. Guests are limited to *four (4)* per household and must be accompanied by a resident member at all times.
4. Proper swim attire required in the pool. No cutoffs, street clothes, or dark shirts – white or light colored tee shirts only.
5. Flotation devices in the shallow end can be limited based on the lifeguard's discretion.
6. Persons with bandages, sores, or open wounds are not allowed in the pool.
7. In the event of inclement weather, lifeguards have the authority to close the pool and clear the pool premises based on guidelines of the American Red Cross and the National Institute of Lightning.
8. Lifeguards are employed for the safety of the members and their guests. They have full authority to enforce any and all pool rules and suspend violator's pool privileges.

NOT ALLOWED IN POOL AREA:

9. No smoking, chewing tobacco, glass containers, or alcohol allowed within the pool premises.
10. No food or drink allowed in the pool – no chewing gum in the pool area.
11. No running, rough housing, loud music, offensive or foul language.
12. No diving, flipping, or jumping backwards into the pool.
13. No balls, Frisbees, or throwing of objects in the pool area.
14. No skates, skate boards, or bicycles allowed in the pool area.
15. No pets allowed in the pool area with the exception of Seeing Eye dogs.

Baby Pool Rules

1. Only non-swimming children 5 years of age and younger are allowed in the baby pool.
2. Children in the baby pool must be accompanied at all times by a parent or guardian within arm's reach.
3. No diving or headfirst entries into baby pool.
4. Babies must wear swim diapers – no disposables allowed.
5. Lifeguards are not responsible for the children in the baby pool.