

**THE GROVE AT HUNTLEY MEADOWS  
HOMEOWNERS ASSOCIATION**

**POOL RULES AND PROCEDURES**



**SUMMER 2017**



**THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION  
 POOL RULES AND PROCEDURES  
 SUMMER 2017**

**INDEX**

1.	POOL MANAGEMENT .....	2
2.	2017 POOL SEASON.....	2
2.1	Season Dates .....	2
2.2	Hours of Operation.....	2
2.3	Temporary Closure.....	2
2.4	Rest Period .....	2
3.	SWIMMING POOL REGISTRATION AND ADMITTANCE.....	2
3.1	Members.....	2
3.2	Access for Authorized Pool Members.....	3
3.3	Pool Passes .....	3
4.	GUESTS .....	3
4.1	Guest Passes .....	3
4.2	Guest Entry.....	4
4.3	Exclusion of Guests.....	4
4.4	Member Responsibility .....	4
4.5	Pool Parties and Events .....	4
5.	SWIMMING POOL RULES .....	4
5.1	Pool Use .....	4
5.2	Health and Safety .....	5
5.3	Children’s Swimming Test and Non-Swimmers.....	5
5.4	Food and Drinks .....	6
5.5	Swimming Aids.....	6
5.6	Profanity and Noise.....	6
5.7	Deck Furniture.....	6
5.8	GatHM HOA Property .....	6
5.9	Personal Property .....	6
5.10	Surrounding Neighborhood.....	7
5.11	Closing Time .....	7
6.	WADING POOL RULES .....	7
6.1	Parental Responsibility.....	7
6.2	Age Restriction.....	7
7.	REFUSAL OF ADMITTANCE .....	7
7.1	Capacity Control .....	7
7.2	Pool Management Discretion .....	7
8.	ENFORCEMENT OF THE RULES.....	8
8.1	Non-compliance Procedures.....	8
8.2	Member Responsibility .....	8
8.3	Pool Manager Responsibility .....	8
8.4	Board of Directors / Pool Committee Responsibility .....	8
8.5	GatHM HOA Responsibility .....	8

The following Rules and Procedures have been developed to ensure the safety, comfort and benefit of the membership in the use and enjoyment of the pool facilities. They have been established by The Grove at Huntley Meadows Homeowners Association (GatHM HOA) and approved by The GatHM HOA Board of Directors. Community Residents should review these rules and procedures as compliance with them is required for continued admittance to the pool facility.

## **1. POOL MANAGEMENT**

The Board of Directors has contracted with High Sierra Pools Incorporated (“High Sierra Pools”) to manage the pool and related facilities. Through its on-site personnel—including a pool manager and lifeguard staff—it is High Sierra’s responsibility to provide courteous, reasonable and timely management of the pool facilities, consistent with these rules and procedures and with applicable laws. High Sierra Pool manager and lifeguards are empowered by the Board of Directors to interpret and enforce these rules and procedures to ensure the safety and enjoyment of the facilities by all the members. Questions about pool management may be directed to The GatHM HOA community manager, Victoria Garner at Cardinal Management Group, Inc. at [v.garner@cardinalmanagementgroup.com](mailto:v.garner@cardinalmanagementgroup.com) or (703) 565-5016 and the Board of Directors at [Board@gathm.com](mailto:Board@gathm.com).

## **2. 2017 POOL SEASON**

### **2.1 Season Dates**

GatHM Pool will open on Saturday, May 27, 2017 (Memorial Day Weekend) and close on Monday, September 04, 2017 (Labor Day).

### **2.2 Hours of Operation**

The pool will be open seven days a week, including holidays:

Sunday – Saturday: 10:30 a.m. to 8:30 p.m.

### **2.3 Temporary Closure**

The pool manager/operator on duty has the authority to temporarily close the pool for health, safety, or mechanical repairs. Notification will be posted at the pool entrance in advance or as soon as the information becomes available. At his/her discretion, the pool manager may also temporarily close the pool when threatening weather conditions exist.

### **2.4 Rest Period**

A fifteen (15) minute rest period shall be observed at the end of each hour during normal pool hours of operation. Children under the age of eighteen (18) will not be permitted in or at the edge of the pool during this rest period.

## **3. SWIMMING POOL REGISTRATION AND ADMITTANCE**

### **3.1 Members**

For the purpose of pool facility usage, there are two categories of members:

- Homeowner - A homeowner and his/her immediate family residing in GatHM whose account is current.
- Resident/Tenant - Individual(s) renting/leasing a home in GatHM from a homeowner who is paying GatHM HOA assessment and whose account is current. These individuals are eligible to use the pool facilities only if the homeowner has valid privileges and transfers

his/her privileges to the tenants. This transfer of privilege must be in writing and maintained on file with Cardinal Management.

### 3.2 Access for Authorized Pool Members

Only registered members and their authorized guests may use the pool facilities. Members will be required to present a valid pool pass to the lifeguard/pool manager at the front desk and each person must sign-in upon entering the pool facility. A valid pool pass includes the address of the eligible member entering the pool area and the current year sticker affixed to the back. The pool pass allows up to 10 persons to be admitted before guest passes will be required (exceptions to this policy will be made on a pre-approved case-by-case basis). The pass will be returned to the member when departing the pool facility.

Members not eligible for pool pass privileges may not enter as a guest. Members who escort non-eligible guests into the pool area will be subject to non-compliance procedures as described in [Section 8.1](#).

### 3.3 Pool Passes

Annual pool pass stickers are issued to all eligible homeowners and will be automatically sent to the homeowner's address on file at Cardinal Management. These stickers may be affixed to the back of an existing pool pass that has their address on the front. Homeowners who transfer their privileges to their resident tenants are responsible for providing their annual sticker to their tenant and advising Cardinal Management in writing. New passes will not be issued due to a change in tenants; homeowners are encouraged to make sure the passes transfer to the new tenant. Replacement passes for a change in tenancy are \$10.00.

For those who require a new or replacement pool pass, a pass may be requested by printing and completing the registration form on our website ([www.gathm.com](http://www.gathm.com)) and will be available for \$10.00 (no cost to new homeowners for initial pool pass). **Pool passes WILL NOT be sold at the pool.** Requests for passes should be directed to: Cardinal Management Group, Inc., ATTN: Nicole Tavano, 4330 Prince William Parkway, Suite 201, Woodbridge, Virginia 22192. Checks should be made payable to: **The Grove at Huntley Meadows**. Payment must be received prior to the release of passes.

Pool passes will be handled exclusively by Cardinal Management Group, Inc. Contact Nicole Tavano at (703) 565-5007 or [n.tavano@cardinalmanagementgroup.com](mailto:n.tavano@cardinalmanagementgroup.com) with any questions concerning pool passes.

## 4. GUESTS

### 4.1 Guest Passes

Guest passes will be required for a group greater than 10 persons (exceptions to this policy will be made on a pre-approved case-by-case basis). Each GathM HOA homeowner will receive one free guest pass with the annual sticker. This pass will be good for five (5) guest admissions to the pool. The lifeguard will punch one hole in the pass for each guest being admitted with a member each visit. The pass will be invalid after the fifth hole is punched.

Additional guest passes can be purchased. One guest pass, good for five (5) guest admissions, will be available for \$10.00. **Guest passes WILL NOT be sold at the pool.** Requests for guest passes should be directed to: Cardinal Management Group, Inc., ATTN: Nicole Tavano, 4330 Prince William Parkway,

Suite 201, Woodbridge, Virginia 22192. Checks should be made payable to: **The Grove at Huntley Meadows**. Payment must be received prior to the release of passes.

Guest passes from the previous year will be accepted if still valid. Older passes will not be accepted.

#### **4.2 Guest Entry**

All guests must have a valid pool pass and sign-in at the front desk in the guest registry.

#### **4.3 Exclusion of Guests**

Should The Board and/or The GatHM Pool Committee deem it necessary to avoid overcrowding, they may restrict or exclude guests on certain dates (i.e., national holidays). In the event The Board and/or Pool Committee exercises this option, notices will be posted at the pool entrance not less than five (days) prior, specifying the date(s) involved.

#### **4.4 Member Responsibility**

All guests are subject to the same rules as members. Members are responsible for the actions of their guests and may be held liable for damage or penalized for infractions of these rules by their guests.

#### **4.5 Pool Parties and Events**

The pool may be used to host pre-approved parties of up to 20 people. All parties must be cleared through The Board of Directors and/or The GatHM Pool Committee at least two weeks prior to the event date to ensure de-confliction with other events. Approved events have priority over those unapproved. Requests to host parties or events shall be submitted through Cardinal Management. Contact Nicole Tavano at [n.tavano@cardinalmanagementgroup.com](mailto:n.tavano@cardinalmanagementgroup.com) with requested date, times, number of members and number of guests attending.

1. Any clean-up costs or damages will be assessed to The GatHM resident hosting the event.
2. All pool parties or pool events must be hosted and attended by at least one eligible pool member of The GatHM who is 18 years of age or older.
3. All persons attending such a party or event will agree to abide by these The GatHM Pool Rules and Procedures.
4. Guest passes may be required as described above in [Section 4.1](#). If the guests are children under the age of 10, one (1) chaperone 18 or older for every five (5) children must be present.
5. Parties of up to 20 persons may be held from opening to 7 p.m.
6. The pool will be open to all pool members and their guests during any pool events approved in this section.

### **5. SWIMMING POOL RULES**

The following rules are for the protection and benefit of all members. They have been established to ensure safe and proper operation of the pool facility. Members are required to monitor their children to ensure they observe all rules and to obey the instructions of the pool manager and lifeguards. The Board of Directors may revise these rules at any time and will distribute any changes in a timely manner.

Violations of these rules may result in suspension of pool privileges as determined by The Board.

#### **5.1 Pool Use**

No person shall use the pool facility until it officially opens for the day and lifeguards are on duty.

## 5.2 Health and Safety

1. Shower before entering the pool.
2. All bathers must have proper swim attire including a bathing suit. Swim shirts and swim shoes, specifically designed for swimming, may be worn.
3. No running, pushing, wrestling or other forms of rough play is permitted.
4. Soft pool toys may be permitted at the discretion of the lifeguard staff.
5. No diving (to include "back flips" or "back dives," or head first entry) off pool side.
6. No "back flips" off or standing on another swimmer's shoulders while in water.
7. No tossing of objects to individuals entering the pool from the deck area. "Diving sticks" have been documented as hazardous and, as such, are not allowed in the pool area. "Diving rings" and other similar objects that do not protrude from the bottom of the pool are allowed.
8. Competitive breath holding and/or prolonged underwater swimming is prohibited.
9. No games infringing on others' use or enjoyment of the facility.
10. No spitting.
11. No hanging, pulling, or tugging on lane ropes/demarcation lines.
12. No smoking is permitted inside the fenced pool area or within a 25 foot radius of the front door.
13. No alcohol is permitted inside the fenced pool area, except as approved for private or The GatHM HOA functions. [Requests to use the pool facility for functions must specifically state whether or not alcohol will be served.]
14. Persons under the influence of alcohol and/or drugs may not enter the facility. Being under the influence of alcohol and/or drugs constitute grounds for immediate ejection.
15. In consideration of the health of other members, swimming during or immediately following any illness is prohibited. Individuals having infectious diseases or infections of the eyes, skin, respiratory or gastrointestinal systems, open lesions, or wearing bandages are prohibited from swimming in the pool.
16. Incontinent persons or those not completely toilet trained are required to wear swim diapers and/or tightly fitting rubber swim pants in accordance to local health department regulations. Disposable diapers are strictly forbidden in the swimming pool and wading pool.
17. Injuries occurring on pool property must be immediately reported to a lifeguard or the pool manager. An incident report will be written and maintained on file in the lifeguard office and submitted to the Board of Directors.
18. The lifeguard and pool staff has the authority to request any person to leave the facility and prohibit reentry for that day in the event of noncompliance with rules, regulations, policies and procedures, or any other cause that in the staff's judgment warrants such action.
19. The lifeguard and pool staff has the authority to prohibit any activity, whether specifically described in the facility rules, regulations, policies and procedures or previously unstated, that they determine is unsafe.

## 5.3 Children's Swimming Test and Non-Swimmers

Non-swimmer children are defined as those unable to pass the swim test. The minimum requirements of the swim test include swimming a length of the pool and the ability to tread water for 45 seconds. While in the pool at any water depth, non-swimmers must be with a supervising adult. An adult swimmer must be within arm's reach of non-swimmer children in the water at all times. It is recommended that non-swimmer children be supervised with a 1:1 ratio of adults to children. If the non-swimmer child is not in arm's reach a supervising adult, the lifeguard may instruct the adult to maintain the proper distance. Failure to comply with the lifeguard instruction will result in the adult and child being asked to leave the water until the lifeguard is confident that compliance will be maintained. Repeated denial of the lifeguard's requests will be reported to The Board of Directors and/or chairperson of The GatHM Pool Committee.

Teenagers and adults who are not proficient swimmers are restricted to the areas of the pool where the water depth is shoulder level or less when flat-footed. Such persons may be asked to pass a swim test if they attempt to swim in deep water and demonstrate questionable swimming skills.

#### **5.4 Food and Drinks**

1. No chewing gum is allowed within the fenced pool deck.
2. Members may bring coolers onto the pool deck.
3. Drinks are permitted but may not be brought within five (5) feet of the edge of the pool.
4. No glass containers are allowed in the pool or on the pool deck. Member(s) will be responsible for cost of draining and refilling pool due to noncompliance resulting in broken glass in the pool.
5. Trash and refuse must be placed in appropriate containers prior to departing the pool. The lifeguards are not responsible for picking up the trash left behind by members or guests.
6. Alcohol may not be consumed at the facility without express written consent from High Sierra Pools and The Board of Directors.

#### **5.5 Swimming Aids**

Water wings, inner tubes, life vests, floats up to 75"x30", and other devices may be utilized. The use of swimming aids does not, however, substitute for supervision of non-swimmers (see [Section 5.3](#)). The pool manager or lifeguards may temporarily suspend the right to use of any of these items if he/she feels the pool is overcrowded. Large floats/rafts are not permitted at any time.

#### **5.6 Profanity and Noise**

1. Profane, vulgar or abusive language is not permitted on the pool grounds. Offenders will be immediately ejected.
2. Personal radios, tape players, compact disc players, electronic games and toys or other equipment must be operated at noise levels not objectionable to other members. Use of earphones is highly recommended.

#### **5.7 Deck Furniture**

The GatHM HOA provided pool deck furniture (i.e. lounge chairs, beach chairs, tables, etc.) are available on a first come, first served basis. Members shall not use the furniture in such a way that obstructs the free movement of other members to/from the bathhouse, or placed within five (5) feet of the edge of the pool or obstruct the wading pool gate.

#### **5.8 GatHM HOA Property**

Damage, destruction, or theft of The GatHM HOA pool property will be charged to the member(s) responsible. In the case of incidents involving a minor (under age of 18 years) or guests, the cost to repair or replace the property will be charged to the appropriate homeowner. Homeowners will be required to pay for damage, repair or replacement. If payment is not made within ten (10) calendar days after notification, there will be a special assessment added to the resident's homeowner fee. Failure to pay such damages will result in suspension of pool facility privileges. The Board of Directors reserves the right to pursue additional disciplinary action even if financial restitution is made. In the case of an incident involving a resident/tenant, the homeowner shall be held liable for the charges if the resident/tenant does not make full restitution.

#### **5.9 Personal Property**

The pool manager and lifeguards are not responsible for lost, stolen, or damaged personal property. A "lost and found" box/bin will be available in the pool office, and may be examined by members

upon request to the pool manager or lifeguards. Articles not claimed within fourteen (14) calendar days will be disposed of at the discretion of The Board and/or Pool Committee.

### **5.10 Surrounding Neighborhood**

All members and their guests shall respect the property and privacy rights of the homeowners in the neighborhood immediately surrounding the pool facility.

### **5.11 Closing Time**

Prompt departure at closing time in an orderly manner is required to permit the lifeguards and pool manager to properly clean and secure the facility for the night. Loitering in the pool area is not permitted after normal pool hours. Violators are subject to state and county trespass laws.

## **6. WADING POOL RULES**

### **6.1 Parental Responsibility**

*The pool manager/lifeguards do not monitor the wading pool.* Parents or another responsible adult shall remain with each child inside the fenced wading pool area at all times. Failure to properly monitor children in accordance with these rules may lead to removal from the pool area and, with repeated failure, suspension of pool privileges.

### **6.2 Age Restriction**

Use of the wading pool is restricted to children under the age of seven (7).

## **7. REFUSAL OF ADMITTANCE**

### **7.1 Capacity Control**

The maximum pool capacity is 71 people for the main pool and 3 people for the wading pool. If the pool manager deems the capacity limit has been reached, he/she shall restrict entrance by members or guests accordingly.

The pool manager and lifeguards shall have the authority to temporarily refuse entry to members or guests if the capacity of the pool has been reached. It is not necessary for the pool manager or lifeguards to have an actual head count; it is acceptable that their experience and opinion be the basis for determining that an overcrowding condition exists. In the event the pool reaches the maximum capacity, the pool manager or lifeguards will post a sign at the entrance to the pool house indicating the temporary conditions.

### **7.2 Pool Management Discretion**

In the interest of safe pool operation, the pool manager and lifeguards shall have the authority to refuse entry to members or guests if sufficient cause exists, at the discretion of the pool manager and lifeguards. Any potential situation that could adversely affect the safety or health of the members, any pool property, or general use of the facility is grounds for the pool manager and lifeguards to refuse admittance to a member or guest. The pool manager is required to immediately write an incident report for any such exclusion or expulsion and notify The GatHM HOA Property Manager and The Board of Directors or the Pool Committee Chairperson.



## **8. ENFORCEMENT OF THE RULES**

### **8.1 Non-compliance Procedures**

Direct enforcement of the rules rests primarily with the pool manager and the lifeguards. They will make on-the-spot decisions regarding health, safety and operational matters.

Serious or repeated minor violations will be handled by the pool manager or lifeguards. If warranted, the pool manager will generate an ejection report and notify the Board of Directors and/or the Pool Committee through Management. The Board of Directors may recommend the manager impose a specific disciplinary action, or the Board may impose that disciplinary action on its own motion. Disciplinary action may include, but not be limited to, probation or suspension of facility privileges.

### **8.2 Member Responsibility**

All members and guests are individually responsible to comply with rules and procedures set forth in this document and are expected to comply with lifeguard instructions. They are also encouraged to request compliance with these rules and procedures whenever they are being violated by other individuals, and report violations to The Board of Directors or the Pool Committee.

### **8.3 Pool Manager Responsibility**

Lifeguards will be in easily identifiable uniforms and are expected to enforce the rules and procedures. The lifeguards will deal with minor infractions as appropriate, under the supervision of the pool manager. The pool manager will advise HOA management of all conflicts with pool members and guests.

### **8.4 Board of Directors / Pool Committee Responsibility**

The Board of Directors and/or the Pool Committee are responsible for general administration of the pool, its surrounding area, and its associated rules and procedures. These responsibilities are administered through Cardinal Management. Cardinal Management may be reached by writing to Cardinal Management Group, Inc. 4330 Prince William Parkway, Suite 201, Woodbridge, Virginia 22192, by email at [v.garner@cardinalmanagementgroup.com](mailto:v.garner@cardinalmanagementgroup.com) or by phone at (703) 565-5016.

### **8.5 GatHM HOA Responsibility**

The GatHM HOA is overall responsible for the safety and welfare of the entire association. In order to protect the rights and property of the association and any of its members, The GatHM HOA Board of Directors will civilly or criminally prosecute cases when sufficient evidence is obtained and legal action is warranted. They may be reached by writing to The GatHM HOA at the address listed above or by email at [Board@gathm.com](mailto:Board@gathm.com).