

CARPENTER VILLAGE POOL HANDBOOK

2018

*General Pool Usage Information for Members
Policies, Regulations, and Rules*

Official Website
www.carpentervillage.org

The Carpenter Village Association Board of Directors reserves the right at any time and for any reason to add, change, and/or cancel any policy, regulation, or rule as it deems necessary to maintain a safe and healthy pool environment.

TABLE OF CONTENTS

Preface	3
General Information	3
Definitions	4
HOW TO GET A KEY FOB	5
CV POOL ACCESS POLICY	5
▪ Entry Refusal	
▪ Pool Access and Key Fob Activation	
▪ Ownership of Key Fob	
▪ Lost or Stolen Key Fob	
▪ Who May Use Your Key Fob	
▪ Unguarded Pool Access Agreement	
AGE-SPECIFIC ENTRANCE POLICY	6
▪ Adult Entrance Policy	
▪ Ages 13 – 17 Entrance Policy	
▪ Ages 12 and under Entrance Policy	
POLICY FOR MINOR CHILD POOL WAIVER	6
POOL RULES	7
POOL RULES (HEALTH REGULATIONS)	8
DISCIPLINARY ACTION POLICY	8
POLICY FOR INCLEMENT WEATHER	9
POLICY ON TRESPASSING	9
POLICY FOR PARTIES AND SPECIAL EVENTS	9
CONTACT LIST	12

PREFACE

The Carpenter Village Association (the HOA) Board of Directors has adopted the policies, regulations, and rules contained in this handbook to promote and maintain a safe and courteous pool environment for all members. Other general information as may be pertinent is also included in this handbook.

Violations of these policies, regulations, and rules shall subject Members to disciplinary action. The purpose of disciplinary action is to discourage repetition of misbehavior by the offender(s) and to ensure the enjoyment of the facility for all members.

The Pool Management Company and all personnel hired by the Pool Management Company, herein referred to as “Staff”, are required by contract to enforce all policies, regulations, and rules in this handbook. The Staff has the authority to resolve any and all situations affecting the safe operation of all facilities within the boundaries of the gated pool area. The Staff has the authority to eject violators from the facilities, and they have the authority to call the Cary Police to assist in the enforcement of these policies, regulations, and rules. If a member or guest disagrees with the Staff’s interpretation of a policy, regulation, or rule, the member or guest is required to follow the interpretation of the Staff until that interpretation is overturned by a member of the Pool Committee or Board of Directors. At the time of disagreement, appeals may be made to Pool Committee members on the posted contact list; and if no one on the contact list is immediately available, appeals may be addressed to the Pool Committee in writing. Appeals may also be made to the CV HOA Board of Directors; and their decision shall be final.

GENERAL INFORMATION

1. The pool is for private use by Members and their Guests only.
2. Swimming is not allowed when a lifeguard is not on duty unless permission for Unguarded Swim has been officially granted to the swimmer by the CV HOA Board of Directors. Refer to the Policy on Trespassing.
3. No swimming is allowed by anyone when the pool is CLOSED to swimming. Refer to Policy on Trespassing.
4. All persons using the pool do so at their own risk; and no one should swim alone.
5. Members and Guests should be courteous and responsible.
6. Owner and management are not responsible for accidents or injuries.
7. Owner and management reserve the right to deny use of the pool to anyone at any time.
8. The maximum number of swimmers allowed in the pool is 340.
9. For first aid, ask any lifeguard for assistance. First aid is not available during unguarded access.
10. Use of the pool is for residents in good standing. Residents who are delinquent with their HOA assessments must bring their account current in order to access to the facilities.
11. An emergency telephone is located in the breezeway.

DEFINITIONS

- **Carpenter Village** shall herein be referred to as **CV**.
- **CV Homeowners Association** shall herein be referred to as **CV HOA**.
- **CV Pool:** The entire gated and fenced area surrounding the swimming pool within Commons Walk Circle, Cary, NC. The official address of the pool is 705 Carpenter Town Lane, Cary, NC 27519.
- **CV Pool Member:** An OWNER of property in Carpenter Village (including CV townhomes), Madison Place, Magnolia Estates, the Estates at Olde Carpenter or the Meadows at Olde Carpenter, who lives in said property, with CV HOA dues considered in good standing. Anyone permanently residing with the property owner in said property is a Pool Member also. Owners are responsible for the actions of all Pool Members who reside in said property.
- **Rentals:** Either the Owner or the Renter of a property shall possess pool membership, not both. An owner of property that qualifies above for pool membership must transfer their privileges to use all CV amenities to their renter for the renter to be eligible for privileges at CV Pool and to be allowed to use the owner's Key Fob. This transfer must be in writing and on file at the CV HOA Management Company and with the Pool Committee. Transfer of amenity privileges by the owner of rental property does not transfer owner responsibility as stated above, particularly as to any actions of their renter that may result in damage to CV Pool. For an **Amenities Transfer** form, go to <http://carpentervillage.org/wp-content/docs/pool/Transfer-of-Amenities.pdf>.
- An **Adult** is defined as one who is 18 years of age or older.
- A **Guest** is defined as a non-member of CV Pool; anyone who is a visitor to CV Pool and who does not pay CV HOA dues affording them privileges to CV Pool.

HOW TO GET A KEY FOB

REGISTRATION REQUIREMENTS FOR CV POOL ACCESS KEY FOBS

Key fobs shall only be registered to a recorded Property Owner of a Qualified Residence. Qualified Residence is defined as only those actual addresses listed on the official CV HOA Registry of Owner/Residents for which CV HOA dues that include the use of CV Pool are paid.

Two key fobs per each Qualified Residence listed on the official CV HOA Registry of Owner/Residents will be issued to the Property Owner or to his/her Agent at no charge. A request may be submitted by the Property Owner to CV HOA for one additional key fob per Qualified Residence. An additional key fob will cost \$25. No Qualified Residence may have more than three key fobs total.

ENTRY REFUSAL

The Pool Management staff has the right to refuse entry into CV Pool if a Pool Member does not have a key fob.

POOL ACCESS AND KEY FOBS

Homeowner's dues must be current and in good standing for pool access.

Individual key fobs are de-activated if a Pool Member's pool privileges are suspended and re-activated when the pool privileges are restored.

Do not throw your key fob away at the end of the season. It may be used for many years. Do not puncture the key fob or store it with magnets; this will damage the fob and render it useless. Key fobs are not waterproof.

Key fobs are transferable from owner to owner and may be re-registered to a new owner. If you sell your home, please give the key fob(s) registered to your home to the new owner with an explanation for what it is, OR please return the fob(s) to Omega Management.

If a key fob is lost or stolen, report it immediately to Omega Management so it can be deactivated (turned off). A replacement key fob is available for \$25.

UNGUARDED POOL ACCESS AGREEMENT

Resident adult (over the age of 18) pool members are eligible for "Unguarded Pool Access" to the Carpenter Village Pool in accordance with this Agreement. **Unguarded Pool Access means that no lifeguards will be on duty.**

All regular policies, regulations, and rules found on the CV website are in effect during all Unguarded Pool Access hours.

No lifeguard is on duty during unguarded pool access hours.

For their own safety, no one should swim alone.

There shall be no more than two (2) guests per adult pool member during Unguarded Pool Access hours. No parties are permitted.

Carpenter Village Association Board of Directors reserves the right at any time for any reason to add, change and/or cancel any policy or rule relating to Unguarded Pool Access hours if deemed necessary to maintain a safe and healthy pool environment.

AGE-SPECIFIC ENTRANCE POLICIES

ENTRANCE POLICY

To enter CV Pool, an Pool Member age 13 and over must use an active key fob to open the gate and then sign the log book. All persons accompanying the Pool Member with the key fob must be listed in the log book (for example: 3 members, 2 guests). Pool Members between the ages of 13 and 17 are allowed a maximum of 3 guests. All children ages 12 and under must be accompanied by a parent, legal guardian, or caregiver.

AGES 13-17 ENTRANCE POLICY

A child age 13 to 17 may use their parent's key fob during normally guarded pool hours only if the parent has submitted a current **Parental Teen Consent** form, giving parental consent for the teen to use the pool without a parent or legal guardian present. A copy of this form must be kept at the pool. The registered owner of the key fob is responsible for all actions of the teenager and their guests. The current **Parental Teen Consent** form can be found on the website. If no consent form is on file at the pool, the child may be denied use of the pool until the form is filed unless the child is accompanied by an adult.

It is considered a privilege for a child age 13 to 17 to come to the pool without an adult. This privilege may be revoked at any time for inappropriate behavior and shall be at the discretion of the pool management staff or a Pool Committee Member.

Teenagers age 13 to 17 may sign-in non-resident Guests. All Guests accompanying the teenager with the key fob must be listed in the TEEN LOG BOOK (example: 1 member, 1 guest). The number of guests is limited to three (3).

POLICY FOR MINOR CHILD POOL WAIVER

- A Parent, Legal Guardian, or Caregiver is required to accompany and supervise any child, age 12 years or under, at all times while within the gated pool area.
- No one under the age of 16 shall be approved as a Caregiver.
- A Waiver must be submitted and approved by CV HOA to allow a Caregiver age 16-17 or any non-resident (non-Pool Member) Caregiver to accompany and supervise a minor child in the place of a Parent or Legal Guardian.
- The Waiver to register a Caregiver must be signed by a Parent or Legal Guardian of the child to be under the care of the Caregiver.

- The approved Waiver must be on file with the Pool Committee, to be used at CV Pool to allow entrance into CV Pool by the Caregiver with your children.
- Minor Child Waiver Process:
- Complete the Minor Child Waiver form in full, sign, and return it to the Pool Committee Chairman. The form can be found on the CV website or ask any lifeguard for a copy of the form.
- Minor Child Waiver Approval may be revoked at any time and for any reason at the sole discretion of a member of the pool management company or a representative of CV HOA if established policies, regulations, and rules are not followed.

POOL RULES

1. All who enter the gated area shall obey these rules and their enforcement by the Pool Management Staff. Failure to promptly obey the directions of the Pool Management Staff, or other disrespectful conduct towards them, shall result in suspended use of the facilities as outlined under the Disciplinary Action Policy.
2. Swimming is only permitted when lifeguards are on duty, during regular hours of operation, or during specially arranged events and other exceptions granted by the CV HOA Board of Directors.
3. Absolutely NO fighting is allowed.
4. Absolutely NO GLASS is allowed in the pool, on the pool deck, or elsewhere in the facility.
5. No person under the influence of alcohol or drugs shall use the pool.
6. No smoking or other tobacco products are allowed inside the gated pool area.
7. No profanity or abusive language is allowed.
8. No food and/or drinks are allowed within ten (10) feet of the pool.
9. All deck furniture must be a minimum of eight (8) feet from the pool's edge.
10. No talking to lifeguards while they are on duty on the guard stands.
11. No diving is allowed.
12. No running is allowed.
13. No throwing anyone in the pool.
14. No wrestling, pushing, or otherwise boisterous play or other action deemed to be "rough play" or otherwise inappropriate or unsafe.
15. No minor child under the age of 13 may use the pool without adult supervision. See Minor Child Pool Waiver Policy for additional information.
16. Pool Member parents are responsible at all times for all actions of their minor children under the age of 18, their Guests, and their caregivers.
17. Only pool-specific toys are allowed in the pool area. Inflatable rafts are limited to one-person size. Hard, sharp, or pointed toys are not allowed. Regulation footballs, soccer balls, tennis balls or other hard balls are not allowed.
18. Flotation devices and toys must be removed from the water when swimmer exits the pool to avoid having stray items clog the skimmers, impede swimmers in the lap lanes, or obstruct lifeguard view of swimmers in the entire pool.
19. No sitting or hanging on the pool ropes or lane lines.
20. Do not cross under lane lines if a lane is being used for lap swimming. Exit the pool to cross to the other side of the lane.

21. No toys with wheels such as rollerblades, skateboards, or scooters allowed inside the fenced area.
22. No loud or offensive music. Any individual bringing a radio to the pool is expected to be considerate and courteous of those around them by keeping the volume low enough to not disturb others.
23. Property Owners are responsible for any damage caused by anyone who enters from their property address.
24. There shall be a ten-minute (10) adult swim every hour, at ten minutes to the hour. All persons under the age of 18 are required to be completely out of the water during this time.

POOL RULES (HEALTH REGULATIONS)

25. The recreational areas are to be kept hygienic and clean. Pool Members and Guests are responsible for cleaning up and disposing of their trash.
26. All swimmers must shower before entering the pool.
27. Proper attire is required in the pool. All persons must wear clothing designed to be “swim wear.”
28. Disposable diapers are not permitted in the pool.
29. SWIM DIAPERS with snug fitting elastic legs and waist must be worn by all children under the age of three while in the pool in order to prevent fecal contamination. Most disposable swim diapers do not fit tightly enough to contain solid waste. Reusable swim diapers or plastic pants may be used over disposable swim diapers to protect the pool. CV is charged a fee for additional chemicals for every fecal accident.
30. No person with skin, eye, ear, or nasal infections is allowed in the pool.
31. No one with any communicable disease is allowed in the pool.
32. No band-aids or bandages of any kind are allowed in the pool.
33. Expectorating or blowing of the nose in the pool is prohibited.
34. No animals or pets are allowed in the pool, on the pool deck, or elsewhere within the gated area of the facility, service animals excepted.
35. Grills are prohibited in the pool area. No cooking is allowed at the pool.
36. Only pool management staff and other authorized persons are permitted in the filter/pump room, the chemical room, and the guard storage room.
37. Diving blocks may be used only by active swim team participants during official swim team competitive events (aka swim meets) and during official swim team practice events held for the purpose of preparing for an official swim team competitive event. Blocks must remain covered at all other times.

DISCIPLINARY ACTION POLICY FOR VIOLATIONS

VIOLATIONS OF RULES 1-4 shall be subject to the following disciplinary action:

- 1st Offense: Loss of use of the pool facilities for the remainder of the day
- 2nd Offense: Loss of use of the pool facilities for a week
- 3rd Offense: Loss of use of the pool facilities for the remainder of the season

VIOLATIONS OF ALL REMAINING RULES, REGULATIONS, AND POLICIES shall be subject to the following disciplinary action:

- 1st Offense: Verbal Warning
- 2nd Offense: Loss of use of the pool facilities for the remainder of the day
- 3rd Offense: Loss of use of the pool facilities for a week
- 4th Offense: Loss of use of the pool facilities for remainder of season

DOCUMENTATION OF VIOLATIONS BY LIFEGUARDS

Lifeguards must document in writing each violation that results in Loss of Use. If the cooperation of the offender is not received to complete the documentation, the disciplinary action will elevate one offense.

FAILURE TO OBEY A LIFEGUARD OR POOL COMMITTEE MEMBER CAN RESULT IN THE SUMMONING OF THE CARY POLICE, AND POSSIBLY LEADING TO ARREST OF THE VIOLATOR.

POLICY FOR INCLEMENT WEATHER

In case of thunder and lightning, the pool and entire gated area is to be evacuated immediately. Only pool staff members may remain in the pool house. Participants may re-enter the gated area when directed by pool staff.

POLICY FOR PARTIES AND SPECIAL EVENTS AT THE POOL

The Pool Management Company determines the number of lifeguards present based on expected pool usage. If one or more unexpected large groups arrive at the pool, enough lifeguards may not be present to safely guard the pool and to meet insurance requirements. **Therefore, all organized events, even ones composed of only CV Pool Members, must be approved.**

- This Policy covers any organized event (party, swim team activity, or gathering) that includes a large number of people who would otherwise not attend the pool together. The Guest Entrance Policy offers guidance.
- Multiple residents may not sign in guests to avoid paying fees for an organized event.
- Any organized event held at the pool (a party or any other organized activity) must be scheduled through the CV HOA Association Management Company or the Pool Committee.
- All events must be scheduled a minimum of two (2) week in advance.
- Events are not allowed after dark due to a Wake County requirement for sufficient lighting to eliminate any and all shadows in the pool and on the deck.
- No private events shall be approved to be held on holidays.
- Events may only be scheduled by adult Pool Member Property Owners, with a registered key fob.
- Any individual event of more than 30 attendees shall require approval of the Board of Directors, and the Board shall determine the Event Fee on an individual basis for such events.

- Disposal of trash or other similar clean-up required after any event is the responsibility of the host, not the pool management staff or the Pool Committee.
- HOA-OWNED POOL FURNITURE:
 - No Event shall take more than four (4) HOA-owned tables, and the event host is encouraged to use fewer.
 - No Event shall take more than four (4) deck chairs per HOA-owned table used.
 - Any HOA-owned pool furniture moved for an event must be returned to its rightful location at the end of the event by the host. Neither the pool staff nor Pool Committee members are responsible for moving furniture
- HOST-OWNED FURNITURE AND SHADE:
 - An event host may bring folding tables and chairs to be used at the pool for the duration of the event.
 - An event host may bring one folding shade structure to the pool for the duration of the event. The host shall contact the Pool Committee prior to the event to receive approval on a pre-determined location for the shade structure.
- CHAPERONES:
 - One Adult Chaperone is required for each five (5) children under 13 in attendance.
 - One Adult Chaperone is required for each ten (10) children from age 13 to 18 attending.
- CV HOA EVENT FEE – \$25 for any event held during regular guarded pool hours Monday through Thursday, \$50 for any event held during regular guarded pool hours Friday through Sunday.
- LIFEGUARD FEES – For safety and liability reasons, an appropriate number of lifeguards must be present for any private event. This may result in the need for hiring extra lifeguards for the entire event. Charges are determined by the number of lifeguards needed, the number of hours the lifeguards shall be needed for the entire event, and the total number of people attending the event, not the estimated number of swimmers.
 - Only CV HOA Pool Management Company lifeguards may be hired.
 - The rate is \$15.00 per lifeguard per hour for every 15 people attending the event.
- PAYMENT:
 - Payment of estimated fees is required when the event is scheduled.
 - Payment must be in the form of a check. No cash shall be accepted.
 - Make check payable to Carpenter Village Association.
- To schedule:
 - To check availability of a specific date and time, check with the Pool Committee Chairman.
 - Ask a lifeguard for a Pool Event Agreement OR go to carpentervillage.org
 - Complete the form fully to avoid any delays in receiving approval
- The Host must be an adult Pool Member Property-Owner with a registered key fob.
- Payment must accompany the form.
- The Host's signature is required on the form. Once signed, the form becomes a contractual agreement between the Host and CV HOA. By signing, the Host shall be attesting to having read, understood, and agreed to the terms and conditions of the Contract.

- Give the completed form and your payment to the Pool Committee Chairman or give to a lifeguard in a sealed envelope with instructions for it to be placed in the Pool Committee mailbox in the Pool Office or mail to the CV HOA Management Company.
- There will be no exceptions to the policies stated unless approved by CV HOA Board of Directors.
- All Pool Rules, Regulations, and Policies are applicable at all times at all events.
- CV HOA reserves the right to refuse approval of an event during an expected peak/crowded time/date.
- Any unscheduled event may be refused entry to the pool area or asked to leave.
- CV HOA reserves the right to charge the party host for any costs incurred by the HOA resulting from excessive or unusual clean-up following a party or other event and for repairs and/or replacements required as a result of damages from a party or other event.

CONTACT LIST

<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
Inga Allred, Committee Chair	(919) 749-7753	inga_914@hotmail.com
Nicole Magers, Committee Member	(919) 462-6288	nmagers98@gmail.com
Bill Schaffroth, Committee Member	(919) 279-5619	bill.schaffroth@gmail.com
CV Pool Management Company: Triangle Aquatics, LLC Derek Wall, President	(919) 238 - 6070	derek@triangleaquatics.com
CV HOA Management Company: Omega Association Management Community Manager, Bob Rand	(919) 461-0102	Bob@omegamgmt.com
Administrative Assistant, Laura Moushegian		Laura@omegamgmt.com