

POLICIES

MEMBERSHIP

1. The price of a membership is \$375 plus a \$50 non-refundable Initiation fee.
2. Memberships will be sold on the Installment Plan. Details are:
 - a. Initial payment of \$75 (\$50 non-refundable Initiation fee, \$15 payment and \$10 Service Charge).
 - b. Maintenance fee due in accordance with financial statements below.
 - c. 12 monthly payments of \$30.
 - d. A \$5 penalty if not paid by 10th of each month.
3. One (1) picture, no larger than 3 x 3, including all family members permanently residing in the household, will be required as part of the admission system. Pictures are to be retaken every four years (2007 next year for pictures). Pictures provided to the pool become the property of the pool and will be disposed of at the discretion of the Board.
4. An Emergency Card is also required as part of the admission system. It should be updated each and every year.
5. An Invitation to Join Brochure will be mailed to non-member families in the West Laurel area each spring. Can also be mailed to outside areas at the discretion of the Board.
6. Effective the day after Memorial Day members will not be permitted to use the facility unless Maintenance Fee is paid, the family picture is in the Picture Book and Emergency Card is in file box.
7. Renter Memberships must fill out the Renter Application every year.
8. A membership cannot be declared temporarily inactive.
9. Members moving out of West Laurel to a nearby location may retain full membership privileges.
10. The name on the Membership Certificate cannot be changed unless written notification and explanation acceptable to the Board is received by the Club.
11. When a membership is declared revoked by Board action, it automatically becomes subject to resale by the Club and the owner has no option except as stated in ARTICLE II, Section 4D of the By-Laws.
12. When a membership is placed on the resale list, either by member or by Revocation by the Board of Directors, it is the responsibility of the member to keep the Club informed of their current address until the membership is sold. If there is no current address available when the membership is sold the membership will be placed in the dead file and all monies will revert to the Club. The member will have no recourse after this action.

MEMBERSHIP cont'd

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13. A member, who's membership is on the resale list, is given 30 days in which to respond with a written confirmation of address when a Sold-Confirm Address letter is received from the Club. At the end of the 30 days, the membership will be placed in the dead file and all monies will revert to the Club. The member will have no recourse after this action.
14. For the purpose of clarification - In the definition of a Sustaining Membership (by-law ART II, Section 4 (a), - moves out of the area - means totally vacating the residence and - season or longer - means a year or more.
15. Empty-Nester Membership is defined as any household which consists of only 1 or 2 occupants age 55 or older. The membership will be entitled to a \$100 Annual Maintenance Fee discount. An Empty-Nester Membership Request form must be submitted and approved by the Board of Directors on an annual basis. Households where dependents reside during the summer months are not eligible for this membership

FINANCIAL

1. The 2007 Maintenance fee will be \$350, the Sustaining fee is \$100, the Guest fee is \$5.00. A Seasonal 20 Times Pass is \$90.
2. The Renter Membership fee will be \$100 plus the Annual Maintenance fee. The \$100 (recreational privilege) will not be pro-rated. The full maintenance fee is due through July 3.
3. On-time receipt of Annual Maintenance fee for discount purposes will be April 30. A \$10 delinquent fee will be assessed on maintenance fees paid after May 15. On June 1 the delinquent fee will increase by an additional \$10.
4. A member may be permitted to pay past due bills on an Installment plan upon request and approval by the Board of Directors.
5. A charge of \$20 plus bank charges will be assessed for each returned check to the maker of the check.
6. The Board of Directors may offer a \$100 discount on the Annual Maintenance Fee to members who join the Club Oct 1 through April 15. All fees, downpayment and Maintenance or membership, initiation and Maintenance, must be paid by April 15.
7. No cash will be accepted at the front desk for any payment over \$10.
8. Revoked memberships will be charged a \$25 fee to cover costs of revocation.
9. No Sustaining fee is required by the member if a Landlord/Tenant membership exists.
10. The pro-rata basis for maintenance fees is 1/100th of the annual fee for each remaining day of the swim season beginning on or after July 4th of each year.
11. Treasurer, President, Vice-President and Secretary are authorized to sign checks of up to \$400 with a single signature for preauthorized expenditures. Checks above \$400 require two signatures.

12. The Club should obtain a blanket bond in the amount of \$25,000.
13. The Swim Team, Social, and Snack Bar Committees are authorized to handle their own budgeting and financial matters subject to Board approval of individual items and are authorized to maintain their own bank accounts.
14. \$5,000 to be put into each yearly budget and set aside in a reserve fund for Capital Improvements to be used at the discretion of the Board.
15. Money made by the Snack Bar over expenses will be set aside for improvements and equipment for the Snack Bar.
16. At the end of the fiscal year all left over funds in the budget, except for an amount determined by the Treasurer to be needed over the winter months, are to be put in the Capital Improvement Account to offset future expenses.
17. \$60,000 to be set aside for future resurfacing of the pool.
18. An audit of all Club and Committee books is to be done each year.
19. Special events should be self-sustaining financially, but should not be conducted as money-making ventures.
20. When an Installment Payment Plan membership is put on the resale list the payments remaining will be deducted from the proceeds at the time of resale.

GUEST PASSES

1. Board members will receive unrestricted guest privileges on infrequent basis. There is no limit as to the number of guests a Board member may bring.
2. A Seasonal 20 Times Pass can only be purchased at the front desk by an Active Club Member and must be brought with the member when bringing a guest so that a DOT can be punched out. The passes are good only during the season purchased and are not transferable.
3. Club members who sign up new members will receive a 90 Times guest pass. A member will receive one pass for each new member family recruited. These passes are good for active memberships only and must be brought with the member when bringing a guest so that a DOT can be punched out. The pass is good for 2 years from the date of issue and are not transferable
4. An individual can only be a guest at West Laurel, paying or by pass, 5 times in one season.
5. A one-day non-transferable pass is authorized for issuance to new residents to introduce them to the Club.
6. Persons participating in pool work parties (pool & ground maintenance) will receive a one-time guest pass for each hour of work. Officers, Directors and members of a committee are governed by ARTICLE VII, Section I of the Club By-Laws. These passes have no expiration date.

7. Guards at West Laurel are not permitted special guest privileges.

MISCELLANEOUS

1. Members may bring non-members to the Club for member sponsored Birthday parties. The party giver must register in advance by requesting from, filling out and turning in to the pool manager a 'Party Request Form'. The reservation is for 4 hours, the total party size is limited to 20 persons and the \$5 guest fee applies to each non-member guest 1 year or older, unless using either a 90 Times Pass or a Seasonal 20 Times Pass. Rules for such events are in the Club Rules and Regulations, Article XVII.
2. Babysitters are permitted at the pool with their charge(s) during normal 'sitting' hours. Baby-sitter or charge(s) must be a member of the Club and the other must pay the daily guest fee unless using either a 90 Times Pass or a Seasonal 20 Times Pass. A 'Request for Babysitting Guest Privileges' form can be obtained at the pool front desk or by calling the Club Secretary. This form must be filled out, signed by the sitter and a parent, unless the sitter is at least 21 years old, and returned to the Club Secretary, along with a permission slip signed by a parent of each charge(s), for Board approval. Rules for babysitters are in the Club Rules and Regulations, ART XVIII.
3. Day-Care Providers, who are members of the Club, are permitted at the pool with their charges(s) during normal 'sitting' hours. Each non-member guest must pay the daily guest fee unless using either a 90 Times Pass or a Seasonal 20 Times Pass. A 'Request for Day-Care Provider Guest Privileges' form can be obtained at the pool front desk or by calling the Club Secretary. This form must be filled out, signed by the Day Care provider and returned to the Club Secretary, along with a permission slip signed by a parent of each charge, for Board approval. Rules for Day Care Providers are in the Club Rules and Regulations, ART XIX.
4. For the purpose of clarification - A Day-Care Provider is a person licensed by the County in which they reside and normal 'sitting' hours are until 5pm Monday through Friday.
5. One (1) lap lane will be roped off at the deep end of the pool except during special events requiring the use of the full deep end.
6. The pool staff is not allowed to give private swim lessons at the pool.
7. The Pool and Grounds Committee Chairman should be picked from the Board of Directors members if there is a member willing to serve.
8. The Board may solicit bids and select management by December 15 of each year.
9. When contracting for work, have a written proposal of intent and cost before approval by the Board.
10. Without prior approval of the Board of Directors, no vehicle will be allowed beyond the pump room door.
11. Employees of the Club are extended personal pool privileges.
12. Swim Lesson instruction and the Snack Bar operation is at the discretion of the Board of Directors..
13. The Club will hold two picnics, one on July 4 and one on Labor Day for Club members.

MISCELLANEOUS cont'd

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14. If a Board members misses 3 board meetings they are no longer on the board and are expected to pay the yearly maintenance fee.
15. House swapping and pool privileges are acceptable upon request and approval of the Board of Directors. This policy to be reconsidered if becomes prevalent.
16. Pertinent information from the minutes of Board meetings should be printed in the Bulletin. The Board will make the determination as to what is pertinent.
17. Vote by mail - Ballots will be provided in the Bulletin announcing the Annual Membership meeting and are to be received by the Club one (1) day prior to that meeting. In the event the Annual Meeting is canceled, the mailed ballots will be retained until the meeting is rescheduled.
18. Results of polls and/or surveys will be recorded and kept by the Secretary and will be made available to members on request.

DELINQUENT MEMBERS

1. Members are considered to be in financial good standing with the Club if all member financial obligations to the Club are satisfied within the time limits prescribed by the Board of Directors.
2. Members are considered not in good standing when:
 - A. Club Initiation fee has not been paid
 - B. Any special Club assessment approved by the Board of Directors has not been paid.
 - C. Annual Club Maintenance fee has not been paid within the due date prescribed in the By-Laws, including any lost discount owed by the member
 - D. A member, buying a membership in the Club through an approved monthly payment plan, is two monthly payments in arrears.
 - E. The member is one month in arrears in any other contractual indebtedness to the Club.
3. June 1 is the date set for sending delinquent letters to members who have not paid either the Annual Maintenance fee or the Sustaining fee. July 1 is the date for revocation of delinquent memberships. Notification of revocation will be sent to the member by 'Certified' mail and will include the amount of delinquency to be deducted at the time of Resale.
4. Since it is not the intent of the Club to impose an unreasonable hardship on any member, the Board may, on a case by case basis, offer special consideration to a delinquent member who would suffer undue financial hardship or embarrassment if pressed to immediately pay a debt owed the Club. There are no limitations on the arrangements that can be made by the Board, except that the Board cannot act without a written petition from the member. The case and decisions of the Board must be formally recorded in the minutes of the Board of Directors meeting and the case must be reviewed and approved by the Board at least once annually. Decisions on hardship cases must have a majority vote of the Board of Directors.

DELINQUENT MEMBERS cont'd

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5. In the instances of arrears where hardship does not exist, a lump sum settlement payment is required. The Board, again in an effort to be as understanding with the member as possible, may allow a member to settle his arrears on a monthly payment basis. Constraints on such a monthly payment plan are; first, that the liquidation schedule shall not exceed twelve (12) monthly payments, and second, that each monthly payment shall be at least 10 dollars (\$10). Exceptions must have approval of the Board of Directors.
6. When it becomes necessary, the Board of Directors may revoke membership in the Club. Necessary conditions are:
 - A. Amount of delinquency overtakes or closely approaches his paid-in investment - or - a member clearly demonstrates a negative attitude towards any settlement of a delinquency.
 - B. Revocation requires a majority vote of the Board of Directors.
7. In the event a membership in the Club is revoked, the Club will notify the affected member of the action by certified letter. Such notification may include, when applicable, any arrangements made to refund any remaining balance due the member after all debts have been settled.

REVIEW

1. The policies adopted herein are to be reviewed and updated by the Board of Directors at least annually as soon as possible after election. Approval of changes thereto require action by the Board. Committee guidelines are to be reviewed annually.