

**WEST LAUREL SWIM CLUB
POLICIES**

Revised March 2020

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MEMBERSHIP

1. The charter price of a membership is \$375 plus a \$50 non-refundable Initiation fee plus the annual Maintenance Fee.
2. An Emergency Information Sheet is required as part of the admission system. The Emergency Information Sheet must be updated each year with either a new sheet or with a signature/date on the previous year’s sheet to validate that there have been no changes.
3. 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.
4. Effective the day after Memorial Day members will not be permitted to use the facility unless Maintenance Fee is paid and a current Emergency Information Sheet.
5. Renter Memberships must fill out the Renter Application every year.
6. A membership cannot be declared temporarily inactive.
7. Members moving out of West Laurel to a nearby location may retain full membership privileges.
8. The name on the Membership Certificate cannot be changed unless written notification and explanation acceptable to the Board is received by the Club.
9. 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.
10. When a membership is placed on the resale list 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.
11. 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.

12. For the purpose of clarification - In the definition of a Sustaining Membership (by-law ART 11, Section 4(a), - moves out of the area - means totally vacating the residence and - season or longer - means a year or more.
13. Empty-Nester Membership is defined as any household which consists of only 1 or 2 occupants age 55 or older. An Empty-Nester Membership Request form must be submitted and approved by the Board of Directors. Households where dependents reside during the summer months are not eligible for this membership

FINANCIAL

1. The 2020 Annual Maintenance Fee [AMF] is \$495 due by 15 May. After 15 May, a \$30 delinquent fee will be added to the AMF.
2. The 2020 Empty Nester Member Fee is \$325 by 15 May and \$355 after 15 May.
3. The 2020 Renter Membership fee will be \$100 plus the Annual Maintenance fee. The \$100 (recreational privilege) will not be pro-rated.
4. The Sustaining fee is \$100.
5. For 2020, a New Member rate of \$495 is offered to cover the \$50 Initiation Fee, the \$375 Charter Member Fee and the \$495 2019 Annual Maintenance Fee.
6. A Silver Pass is \$125. This pass is available to anyone 66 years of age or older. This pass enables the holder to access the facility on Monday, Wednesday and Friday (Holidays excluded) between the hours of 12pm and 4pm. No other membership privileges are associated with this pass (e.g., Guests, Pavilion Reservation).
Credit Card charging available via PoolDues: <https://westlaurelswimclub.com/member-dues/>
7. The Guest fee is \$7.00. A Seasonal 20 Times Pass (expires at the end of the season) is \$126.
Credit Card charging available via PoolDues: <https://westlaurelswimclub.com/guest-fees/>
8. Preferred method of AMF payment is via the PoolDues application using a credit card. This enables rapid activation of the member's Active status. <https://westlaurelswimclub.com/member-dues/>
9. Members participating in the Family Involvement Program [FIP] identifies eight hours of work/service to the pool in exchange for a \$70 AMF discount. The eight hours will be tracked through the use of a Sign-Up Genius and the pool manager to validate that the service was completed.
10. The AMF is waived for all Board members per the By-Laws Article VII, Section 1.
11. A member may be permitted to pay past due bills on an Installment plan upon request and approval

by the Board of Directors.

12. A charge of \$20 plus bank charges will be assessed for, each returned check to the maker of the check.
13. No Sustaining fee is required by the member if a Landlord/Tenant membership exists.
14. 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.
15. Treasurer, President, and Secretary are authorized to sign checks.
16. The Swim Team 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.
17. \$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. With a goal of \$60,000 to be set aside for future resurfacing of the pool and other major property repairs
18. 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.
19. Money made by the Snack Bar over expenses will be set aside for improvements and equipment for the Snack Bar.
20. Special events should be self-sustaining financially but should not be conducted as moneymaking ventures.
21. 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.
22. An audit of all Club and Committee books is to be done each year by 1 Nov (WLSC Fiscal Year is Oct 1 through Sep 30).

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 be purchased at the front desk by an Active Club Member. The passes will be added to and tracked in the PoolDues application. The passes are good only during the season purchased and are not transferable.
3. Club members who sign up new members will receive a 20 Times guest pass or a \$100 AMF discount for the next season. A member will receive one pass or discount for each new member family recruited. These passes are good for active memberships only and will be tracked in the

PoolDues application. 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. This is tracked via log book at the front desk.
5. A one-time non-transferable family 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 1 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 filling out and turning in to the pool manager a 'Party Request Form'. The actual reservations are tracked within the Members section of the PoolDues application. The reservation is for up to two hours, the total party size is limited to 20 persons and the daily guest fee applies to each non-member guest one year or older, unless using 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 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, ARTICLE 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 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, ARTICLE 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. When contracting for work, have a written proposal of intent and cost before approval by the Board.
9. Without prior approval of the Board of Directors, no vehicle will be allowed beyond the pump room door.
10. Employees of the Club are extended personal pool privileges.
11. Swim Lesson instruction and the Snack Bar operation is at the discretion of the Board of Directors.
12. The Club will hold two picnics, one on July 4 and one on Labor Day for Club members.
13. If a Board member misses 3 board meetings, they are no longer on the board. Replacement will be appointed by the Board President.
14. House swapping and pool privileges are acceptable upon request and approval of the Board of Directors. This policy to be reconsidered if becomes prevalent.
15. 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.
16. 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.
17. 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 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.
5. In the instances of arrears where hardship does not exist, a lump sum settlement payment is required. The Board, again 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 USPS letter. Such notification may include, when applicable, any arrangements made to refund any remaining balance due the member after all debts have been settled.

ANNUAL 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.