

## MILESTONE HOMEOWNERS ASSOCIATION

C/O IKO Community Management  
3416 Olandwood Ct., Suite 210  
Olney, MD 20832  
301-924-4050

# POOL PASS APPLICATION PACKAGE

## PLEASE READ CAREFULLY

Dear Homeowner:

Enclosed is your 2016 Pool Pass Application. Please read all of the information in this letter before filling out your application.

### How To Apply For Pool Passes

New pool passes will be issued for the 2016 pool season. Please complete the enclosed pool pass application and return it to IKO Community Management **no later than April 29, 2016** to ensure that your application is processed prior to the opening of the pool. You must complete the pool pass application by providing all of the information asked for on the form. Once the application has been received and reviewed, you will be issued new pool passes. **Please do not fax applications.**

### How To Receive Your Pool Passes Promptly

Pool passes will be mailed. To ensure that you receive your pool passes prior to the pool opening, make sure that the application is legible, complete, returned by April 29, 2016, and that you have included a self-addressed stamped envelope. If you do not include a self-addressed stamped envelope with your application, your pool passes will be delayed and you may not receive them by opening day. **Replacement cost for a lost or damaged pool pass is \$10.00 per pass.**

### Pool Rules and Guidelines

Three types of pool passes will be issued; Adult (16 years and older), Youth (12-15 years), and Child (11 years and under). If a birthday occurs during the pool season elevating an individual to a new category, the individual may exchange their pool pass at Management's office. Please put the current age, as of May 28, 2016, on the application.

Parental permission will be printed on the back of the Youth card. A parent or guardian must sign the back of the youth's card. If a youth 12-15 years old does not have a parent or guardian's signature on the back of the card, they will not be admitted into the pool without a parent or guardian. Residents 11 years of age, or younger, must be accompanied and supervised by an adult (16 years or older) at all times. Pool passes will be kept at the front desk when signing in and may be retrieved when leaving the pool.

All children under the age of 16 will be required to take a swim test, which will be administered by the lifeguards. All those who pass the swim test will be given a wrist band to wear while swimming. The replacement cost of a lost or stolen wrist band is \$3.00. Any child under the age of 16 who has not passed the swim test, or has forgotten their wrist band, will not be allowed into the pool unless a parent or guardian is within arm's reach of them.

A copy of the Milestone Homeowners Association Pool Rules and Regulation is included in this mailing. Please read the rules carefully. Parents must make sure that their children understand the rules and obey the lifeguards who are responsible for enforcing the rules.

**A signature is required at the bottom of the pool pass application acknowledging that you have read the rules and have communicated them to your family members.**

**New Homeowners and Renters**

If you have recently moved into Milestone, and there is no settlement sheet in our files, you will need to provide a copy of that information with your application.

**If you are renting a property in Milestone HOA, please provide a copy of the first page with the property address and the signature page of your lease. Please note: Pool passes will be issued only to those residing on the property.**

**Guest Passes**

In addition to individual pool passes; each household will be issued one Guest Pass that is good for ten (10) guest visits. Do not list guests on the application form. You may purchase additional guest passes from IKO Community Management by completing the enclosed application for \$5.00 each. The maximum number of guests an Adult (16 and older) can bring to the pool per visit is four (4) unless pre-arranged with the pool manager. The maximum number of guests a Youth (12-15) can bring to the pool per visit is one (1). Any guest under the age of 16 will be required to pass the swim test in order to swim without an adult in the pool with them.

If you are planning to have more than four (4) guests under the age of 16 during one visit or are planning a party, please call RSV Pools at 301-330-0073 at least 72 hours in advance. RSV Pools will decide, in advance, if extra guards are needed. You will be required to pay the fee for any extra guards that may be necessary at a rate of \$25.00 per hour per lifeguard.

**Why Your Pool Passes May Be Delayed**

Pool passes will only be issued to households who do not have any outstanding financial obligations to the Association. Please remember that pool passes are non-transferable. IKO Community Management and the Milestone Homeowners Association reserve the right to verify any and all applications.

**Pool Hours**

The pool will be open on Saturday, May 28, 2016 and will close on Monday, September 5, 2016. The pool hours for the 2016 season are as follows:

Monday through Thursday	10:00 a.m. to 8:30 p.m.
Friday, Saturday, Sunday, Memorial Day and Labor Day	10:00 a.m. to 9:00 p.m.
4 <sup>th</sup> of July Holiday	10:00 a.m. to 6:00 p.m.
School Days (MCPS)	2:00 p.m. to 8:30 p.m.

If you have any questions regarding the enclosed pool pass application or procedures, please do not hesitate to call IKO Community Management at 301-924-4050.

Sincerely,

Linda Wildman, Agent for  
Milestone Homeowners Association

# MILESTONE 2016 POOL PASS APPLICATION

Please print clearly. Please complete this form in its entirety. Fill in the appropriate boxes below.

NAME OF HOMEOWNERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ WORK/CELL: \_\_\_\_\_

NAMES OF MEMBERS OF HOUSEHOLD  
(List only those who reside in the home)

AGE AS OF MAY 28 2016  
(Required for everyone)  
No birthdates please


PLEASE RETURN THIS APPLICATION FORM **BY APRIL 29, 2016** TO:

MILESTONE POOL  
c/o IKO Community Management  
3416 Olandwood Ct., Suite 210  
Olney, MD 20832  
**Please do not fax applications.**

I AGREE THAT I AM TO USE THE FACILITIES AT MY OWN RISK AND THAT I HAVE READ THE RULES AND REGULATIONS GOVERNING THEIR USE AND AGREE TO ABIDE BY THE SAME AND THAT THE PRIVILEGE OF SUCH USE MAY BE WITHDRAWN AT ANY TIME. I HAVE COMMUNICATED AND EXPLAINED THESE RULES TO MY FAMILY MEMBERS.

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\*Adult Signature Required

**YOU MUST INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE.**

**MILESTONE SWIMMING POOL  
2016 SUMMER SEASON**

One Guest Pass Card will permit 10 guests to enter the pool.

One Guest Pass will be included with your 2016 pool passes. The cost for additional Guest Passes is \$5.00.

Guest Passes may be purchased by check (no cash) in person or by sending your check to: IKO Community Management, 3416 Olandwood Ct., Suite 210, Olney, MD 20832. **Please make your check payable to: Milestone Homeowners Association.**

If you plan to visit the IKO office to pick up Guest Passes, please call ahead at 301-924-4050, so we can have the card(s) ready for you when you arrive.

Enclosed please find a check in the amount of \$\_\_\_\_\_ for \_\_\_\_\_ Guest Pass Card(s).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

(H)

(W)

If you choose to request a guest pass by mail, please enclose a self-addressed stamped envelope. Thank you.

If you have any questions, please feel free to call IKO Community Management at 301-924-4050.

**GUEST PASSES WILL NOT BE SOLD AT THE POOL.**

MILESTONE HOMEOWNERS ASSOCIATION

**\*\*\*SWIMMING POOL RULES\*\*\***

**SUMMER 2016**

The following Rules & Regulations are for the protection and benefit of all to assure safe and sanitary operation of the pool facilities. Your cooperation in abiding by these conditions will afford pleasant relaxation and recreation for all concerned. Parents are requested to caution their children to observe all rules and regulations and obey the instructions of all employees.

**Failure to comply with any of these rules shall be considered sufficient cause for any action deemed necessary by the Association Management or the Pool Management Company, including the barring of violators from the pool area.**

1. A qualified and responsive pool contractor operates the pool. Comments regarding lifeguards, supervision or any other pool related issue should be directed to Linda Wildman, IKO Community Management, at 301-924-4050.
2. Lifeguards are on duty to assure your safety. Assist them by being a safe and courteous swimmer and by following their instructions. Those not complying with the rules, or who conduct themselves in any way dangerous to themselves or others, may be banned from the pool at the lifeguard's discretion.
3. 15 minute swim periods for adults every hour will be provided at the lifeguard's discretion.
4. The pool may be closed at any time, at the lifeguard's discretion, for reasons such as equipment breakdowns, operational difficulties, severe weather, etc.
5. ALL PERSONS ENTERING THE POOL AREA WILL BE REQUIRED TO PRESENT POOL PASSES TO GAIN ADMISSION. POOL PASSES ARE NOT TRANSFERABLE.
6. Admissions will be refused to anyone with skin abrasions, colds, coughs, inflamed eyes, infections, or wearing bandages.
7. Members will be responsible for all actions of their guest. The cost of property damage will be charged to the responsible party.
8. All infants and toddlers must wear appropriate swim diapers – no disposable diapers. The lifeguards will check to ensure that swim diapers are being used.
9. The Manager or his/her agents will not be responsible for the loss of or damage to any personal property of any kind.
10. All trash must be put in containers in the pool area. Please help to keep the area clean.
11. No one may use the pool unless it is officially open and a lifeguard is on duty.
12. No bicycles, roller skates, roller blades, scooters or skateboards will be allowed in the pool area.
13. No spitting or blowing your nose in the pool.
14. No diving.
15. Food and drink will be permitted in the grassy area or at tables only, with the exception of ice cream, which must be consumed in the grassy area or outside of the pool house entry. No glass bottles or containers are allowed at the pool.
16. No smoking.

17. No alcohol is permitted. Persons who appear to be under the influence of alcohol or other controlled substances will not be permitted into the facility.
18. No life preservers, inner tubes, or other flotation devices will be permitted, unless approved by the Pool Manager on duty.
19. No pushing, dunking, wrestling or any other horseplay will be permitted. A warning will be issued for a first offense, however, subsequent offenses will be penalized. Penalties will include sitting out for a designated period of time, suspension, and possibly expulsion, depending on the number of offenses.
20. No pets.
21. No abusive or profane language will be tolerated.
22. No gum chewing.
23. No loud stereos or televisions allowed in the pool area.
24. All patrons must shower (soap shower) before using the pool.
25. All children under 12 must be accompanied by a person 16 or older and under their supervision. **Any child between the ages of 12-15, who has not passed the swim test or has forgotten their wrist band, will not be allowed into the pool unless a parent or guardian is within arm's reach of them.**
26. An adult must be in the water with all infants or young children using flotation devices.

These rules may be revised, or additional rules established, at any time by the  
Board of Directors or Pool Committee.