

Brentwood Forest Condominium Association

Pool Rules & Policy

Acknowledgement and Release Agreement

Pool Entry

- a. An electronic entry system has been installed at BFCA's Main Pool requiring a key fob to unlock the gate to enter the pool area. The system records each time the fob is used. This entry system will allow for a better record of pool use and planning. Owners & Tenants will be required to sign the Acknowledgement and Release Agreement and complete all necessary paperwork prior to receiving a pool entry fob (i.e. pool pass).
- b. Two assigned entry fobs will be available for each Unit/household in BFCA and will serve as the pool pass. The cost of the first two fobs is free to unit owners. Once fobs have been distributed to a Unit, the Owner assumes responsibility for the fobs. Fobs will remain with the Unit upon owner-to-owner transfer (i.e. sale of unit).
- c. In the event a fob is lost or stolen, please submit a request for replacement through the Portal and notify the office, so that the fob becomes deactivated. Additional/replacement fobs beyond the two initial fobs per unit will be at the cost of the Unit Owner and will cost \$25 for each fob.
- d. In the event a fob has technical issues and does not work, a new fob will be issued to the Unit Owner at no cost.
- e. Fobs/passes will only be given to household members 16 or older listed on the active occupancy permit. Those under the age of 16 will have access to the pool but must be accompanied by a pool pass holder from the Unit.
- f. Each household must use their own fob to enter the pool area and must show their entry fob upon request from the lifeguards. Do not loan your fob to anyone. Please do not hold the gate open for others not in your household. If a resident does not have a pool entry fob, they will be asked to leave the pool area.
- g. The appropriate use of pool entry fobs/passes will be strictly enforced.
- h. Pass holders may be required to verify their identity and associated pool pass information if requested. This may include but not limited to photo ID, address, proof of matching fob.
- i. Inappropriate use of fobs/passes or pool rules will result in violations. See Violations section.
- j. No working fob/pass = no entry.

Guests

- a. Guests may accompany eligible pass holders to the pool unless restrictions are imposed by the community or lifeguards on duty (i.e. capacity concern).
- b. A maximum of one guest per pool pass is allowed at one time.
- c. No resident may be considered a guest under another resident's pool entry fob. All residents must have their own entry fob which was assigned to their household.
- d. The BFCA pass holder must be present at all times with any guest and remains responsible for the actions of guests during the entirety of their time on BFCA pool property.
- e. Residents may also be required to sign into the guest book at the pool if requested. Please print legibly and include: Your name, address, fob number, guest name, time signing in. This provides the lifeguards with length of time at the pool and traffic patterns.

Pool Pass Requirements

Any Unit Owner will be deemed eligible for a BFCA pool pass (key fob) who has signed the Acknowledgement and Release Agreement and completed all necessary paperwork with the office. To be eligible for a pool pass, Unit Owners must:

- a. Be up to date on association dues (condo fees, assessments, violations, fines, delinquencies, etc.)
- b. Have update to date contact information with the office (yours and tenant if applicable)
- c. Have a current/active occupancy permit on file with the office
- d. Provide a photo ID of each fob holder (e.g. license picture); If one cannot be provide, one can be taken at the office)
- e. For Non-Resident Unit Owners (with tenants): in addition to the above, must:
 - a. Have a current/active lease agreement on file with the office
 - b. Have a current/active occupancy permit on file with tenant listed as occupant
 - c. Complete the Pool Pass Request Form
 - d. Provide the tenant's signed acceptance of Acknowledgement and Release Agreement

Key Fobs/Passes will only be assigned to those 16 years or older listed on the occupancy permit. Children listed on the occupancy permit under the age of 16 will be listed on the adult pass holders accounts. A maximum of three (3) fobs will be provided per unit, unless approved by the Board. Any situation brought to the Board must adhere to city and county occupancy limits or will be denied automatically.

Main Pool Hours:

Closed Mondays	Excluding Holidays
Holiday Hours	10:00 AM – 8:00 PM
Tuesday	11:00 AM – 7:00 PM
Wednesday	11:00 AM – 7:00 PM
Thursday	11:00 AM – 7:00 PM
Friday	10:00 AM – 8:00 PM
Saturday	10:00 AM – 8:00 PM
Sunday	10:00 AM – 8:00 PM

Note: When the area's public school district begins, 8/19/2024, the pool will be closed Monday through Friday. Saturday and Sunday the facility hours will remain as stated above.

West Pool:

For the 2024 pool season, the West Pool will not open to the community and will remain closed for repair work.

Pool Rules

Health Department Policies:

BFCA will follow all policies in accordance with St. Louis County guidelines and are subject to change without notice. Please make yourself aware of these policies.

<https://stlouiscountymo.gov/st-louis-county-departments/public-health/environmental-services/public-water-recreation-facilities/additional-resources/>

Below are additional BFCA pool rules and policies, some of which may also be listed in the Health Department policies:

Use of pool passes: There will be no admittance to BFCA pools without an active pool pass/fob. Children under 16 years of age must be accompanied by an adult pass holder. Guests are limited to one per pass/fob.

Pool Hygiene: For everyone's safety, any person with an open sore, infectious diseases, colds, excessive sunburn or any communicable disease including COVID-19 or Influenza will not be admitted to the pool. For sanitary reasons, children who are not fully potty-trained or incontinent individuals must wear swim diapers while using the pool. If an individual has an accident in the pool resulting in a pool closing for treatment and sanitizing, the fob holder will be charged the amount to cover the cost to treat and sanitize the pool.

Pets may not enter the enclosed fenced areas surrounding the pool.

Dress: Appropriate swimwear is required in the pool; swimsuits must be lined and clean. Please remember that our community pool is a family amenity, and children are present. No clothing or swimwear that exposes oneself is permitted. Footwear is recommended inside the pool area, especially on any of the wood decking inside or outside of the pool area.

Property Safety & Cleanliness: No glass containers of any kind are allowed in the pool area, on concrete walkways, or concealed inside coolers. Pool furniture must be at least six (6) feet away from the edge of the pool wherever possible. Any damage to BFCA property or injury caused by negligent behavior will be the responsibility of the unit owner and subject to fines or revocation of pool privileges for the season.

Food/Beverage Consumption & Cleanliness: All food and beverages must be consumed at least six (6) feet away from the edge of the pool. Discarded food, trash, plastic bottles, cans, or any other discarded materials must be disposed of in an appropriate container before departing the pool area. No eating or drinking in the pool is permitted.

Alcohol Consumption: Alcohol consumption under the age of 21 is illegal and is not permitted. Anyone under the age of 21 found drinking alcohol, and any person supplying an alcoholic beverage to an underage person will lose pool privileges for the remainder of the season.

Smoking: Smoking of any kind (vaping, electronic devices, or any similar items) is restricted to the designated area in the parking lot, away from the pool. This applies to the Main pool and West pool (when re-opened). A sand receptacle will be provided.

Pool Etiquette: In order to create an enjoyable and safe environment, diving, running, rough play, throwing balls or other objects and toys that might cause harm to others is not permitted. Acts of physical aggression, intimidation, harassment or bullying of any kind are not tolerated. Disrespect toward lifeguards and/or pool management staff will not be tolerated. Entering the pool area after hours is considered trespassing, and is subject to a \$500.00 fine, loss of pool privileges and possible legal action.

Radios, speakers, etc., may only be played at a low volume so as not to disturb other guests. If a complaint is lodged, the individual with the device may be asked to turn it off or use ear pods. Non-compliance will be considered a violation of pool rules.

Rafts, air mattresses, balls, Frisbees, swim fins, masks, and other swimming accessories are permitted in the pool ONLY during low usage times and at the discretion of the lifeguard.

Pool Closing: The pool may be closed for weather, maintenance, health, or other reasons at the discretion of the pool management staff. Lifeguards may call for a brief “time out” during which time the pool must be vacated.

Pool Surveillance:

For the safety and security of our community the pool and pool entries are under video surveillance. Anyone who enters the property is subject to video recording. Recordings may be used for BFCA violation purposes, but also for our community partners if needed (e.g. police, fire, EMS, etc.).

Violations:

Any pool pass requirements outstanding will invalidate pool passes until the issue(s) is resolved. A 1st violation will result in a written notice and loss of use/access for 10 days. A 2nd violation will result in a written notice, loss of use/access for 15 days, and a fine violation of \$100 per BFCA’s standard fine policy. A 3rd violation will result in a written notice, loss of use for the season and a fine violation of \$200 per BFCA’s standard fine policy.

If a guest, child, or tenant is the violator, the unit owner will be held responsible for any level of violation.

The lifeguard / pool management possess total authority on behalf of BFCA and property management during periods of pool and recreational facilities operation. The lifeguard may exercise discretion in the determination of appropriate behavior and conduct by facility users and prohibit use or remove users as warranted. Any activity which is dangerous and/or potentially destructive to any individual or to the pool, clubhouse, furniture, appliances, or any other item in

the pool area is strictly prohibited, and the lifeguard has absolute and final authority to ban such conduct. In the event of violence or trespassing, and if deemed necessary by the lifeguard, the lifeguard may call the Brentwood Police Department for assistance.

Neither the lifeguard, pool management nor the board assume responsibility for accidents or personal belongings lost or damaged in the pool or clubhouse.

The Brentwood Forest Condominium Association Board of Managers reserves the right to adopt, change, and enforce the rules and disciplinary actions outlined above or any other rules adopted by the Brentwood Forest Condominium Association Board of Managers. By signing this Acknowledgement and Release Agreement, you agree to the rules and policies and assume the same responsibility for all children and guests.

Unit Owner/ Adult Resident Signature (Pass Holder)

Unit Owner/ Adult Resident Signature (Pass Holder)

Unit Owner/ Adult Resident Signature (Pass Holder)

BFCA Address

Date

Term Definitions:

Unit Owner: Listed on deed/title or an official recorded legal document

Non-Resident Owner: A unit owner that does not live at the BFCA unit address

Resident Owner: A unit owner that lives at the BFCA unit address

Non-Owner Resident (Tenant): A person who rents from a unit owner in BFCA

BFCA: Brentwood Forest Condominium Association

Key Fob/Fob/Pool Pass: the electronic key fob that serves as a pool pass

2024 POOL PASS REQUEST FORM (For Non-Owner Residents/Tenants)

This form must be completed, signed by the Brentwood Forest Condominium Unit Owner and submitted through the Portal at <https://portal.cpmgateway.com> to request pool passes. A valid driver's license must be submitted as validation.

Name of the Brentwood Forest Unit Owner

Address of the Brentwood Forest Unit

Unit Owner's Off-site Address

Tenant's Name(s)

Unit Owner's Phone #

Brentwood Forest Unit Owner Signature

Date

NOTE – The unit owner must sign this form or forward written authorization through the Portal before pool passes will be issued to their tenant AND advise if one or both passes are to be given to the tenant. All tenant and roommate information must be up-to-date along with occupancy permits on file with the Association Office.

Owner 1 pass - Tenant 1 pass ()

Tenant - 2 passes ()

Please submit this form through the Portal at <https://portal.cpmgateway.com>.

Note: Pool passes may be picked up starting May 15th at the Association Office located at 1401 Thrush Place (corner of Eager Road and Thrush Place). You may call 314-961-3066 with general questions.

Please submit all documents, pool pass requests, and requests for pool pass pick-up appointments through the Portal at <https://portal.cpmgateway.com>.

2024 POOL PASS REQUEST FORM

(PLEASE PRINT CLEARLY)

Unit Owner Information:

Brentwood Forest Unit Owner Name

Brentwood Forest Unit Address

Unit Owner's Off-site Address

Unit Owner's Phone Number

Unit Owner's Email Address

Child Occupant(s) over 16 years of age:

Name: _____ Age: _____ Date: _____

Name: _____ Age: _____ Date: _____

Child Occupant(s) under 16 years of age:

Name: _____ Age: _____ Date: _____

Name: _____ Age: _____ Date: _____

Family Member Occupant(s):

Name: _____ Age: _____ Date: _____

Name: _____ Age: _____ Date: _____

Emergency Contact Information:

Emergency Contact 1 Name

Emergency Contact Phone Number

Emergency Contact 2 Name

Emergency Contact Phone Number

By signing below, I acknowledge that I have submitted all the required information and documents listed in the Pool Pass Requirements section, read and understand the Pool Rules & Policies, and have signed and attached the Acknowledgement and Release Form.

Brentwood Forest Unit Owner Signature

Date