



QUANTUM

REAL ESTATE MANAGEMENT, LLC
T/A QUANTUM PROPERTY MANAGEMENT

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5101 River Road, Suite 101
Bethesda, Maryland 20816

POOL PASS APPLICATION/PROCEDURE

Dear Penbrooke Community Association Member:

Enclosed please find the 2018 Penbrooke Association Pool Pass Application. Also included are the Pool and Tennis Courts Rules. Please note the following with regard to the pool passes procedure:

- The Pool Management Company will collect and hold all pool passes while you are at the pool to control access to the pool. You must retrieve your pool pass when you exit.
- The guards will be implementing a "zero-tolerance" policy with respect to the admission of persons to the pool, therefore it is imperative that:
 - your account is current, including payment of all late and legal fees, and
 - you have ready your pool pass and a photo identification which indicates that you are a member of record in the Penbrooke Community Association.
- Provided that your account is current, pool pass applications will be processed as they are received.

With the cooperation of the Association members, the Board, Quantum, and the pool management company, we look forward to a great pool season!

Sincerely,

Sandra L.M. Budock
Agents for the Association

PROCEDURE FOR OBTAINING POOL PASSES

The following procedure will be followed for this pool season:

- > **A pool pass application (enclosed) must be filled out prior to any passes being issued.**
- > **The unit/home owner must be current - have either a zero or prepaid balance--in their Penbrooke Association fees to receive passes.**
- > If you have not paid your outstanding account balance please make sure to pay it in order to receive your pool passes, if you are unsure if payment has been processed, please call Quantum Real Estate at (301) 941-8040.
- > Provided that the member's account is current, applications for pool passes will be processed as they are received but may take up to two weeks.
- > Any discrepancies pertaining to your account balance must be resolved prior to pool passes being issued.
- > Quantum will mail passes to your address of record. *(Quantum reserves the right to restrict the number of passes issued to a household if it appears that passes for non-members are being requested.)*
- > **Owners OR tenants** of a unit may receive pool passes - **not both.**
- > **Tomica Phillips will be processing your application for passes. PLEASE FEEL FREE TO CONTACT TOMICA WITH ANY QUESTIONS (VIA EMAIL AT tphillips@qpmgmt.com).**
- > You will receive **one** pass per person named on the application (**minimum two per household**) and **one** guest pass with twenty (20) uses per household. **Additional Guess passes** once all twenty visits have been used can be purchased, please cont Quantum to receive another guest pass. The additional 1 (one) guest pass is \$20.00.
- > Penbrooke members may not assist non-members in obtaining pool passes or entering the pool area. Should this occur, you will be subject to loss of your own passes for the entire season.
- > The opening day for the pool is **Saturday, May 26, 2018.**

The term "member" is defined in the Declaration of Covenants: Art ill, Sec

Section 1. Membership. Every person, group of persons, corporation, partnership, trust or other legal entity, or any combination thereof, which is a record owner of a fee interest In any Dwelling Unit or in any Lot {if no Dwelling Unit is constructed, on a particular Lot), shall be a Member of the Association, provided, however, that any such person, group of persons, corporation, partnership, trust or other legal entity who holds such interest solely as security for the performance of an obligation shall not be a Member solely on the account of such Interest.

Pool Pass Application & Registration Form

This Registration is for: Homeowner Tenant
(Passes will be issued to either the Homeowner or Tenant – Not both)

PLEASE PRINT ALL INFORMATION CLEARLY!

(Owner/Tenant) Last Name	First Name
Address:	
Home Phone#	Work Phone#
Cell Phone #	Email Address (optional)
Mailing Address — Only if different from above	If Tenant — Please list owners Name and Address and phone number for the record.

OFFICE USE ONLY Pass Issued	Name of All Persons <u>Officially</u>, residing in residence (Including Owner/Tenant listed above.)	Date of Birth (if under 21) Over 21+, write (Adult)

In Case of Emergency Contact: (MUST BE COMPLETED)

Name:	Telephone#:
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Please EMAIL, MAIL OR FAX completed form to tphillips@qpmgmt.com, fax #301-941-8182 or mail to: Penbrooke Community Association, c/o Quantum Real Estate LLC, Attn: Tomica Phillips, 5101 River Road, Suite 101, Bethesda, MD 20816.

For Office Use Only

Date Recd _____ Account Bal _____ Date Mailed _____

PENBROOKE COMMUNITY ASSOCIATION
SWIMMING POOL RULES

Lifeguards are responsible for the strict enforcement of these rules. Any person may be barred from the pool and the pool area at the discretion of the lifeguards for violation of the rules or for other reasons that in the judgment of the lifeguards constitute a hazard to others.

1. Admission to the pool will be allowed only upon presentation of a current pool pass. **All pool passes both member and guest, must have the name of the member and name of the community where the member lives legibly printed on the pass.**
2. All persons must shower before entering the pool. Access to the pool may be denied to persons with certain health conditions, such as skin abrasions, inflamed eyes, infections, and to persons wearing bandages.
3. Children age 12 to 18 may enter into the pool area unaccompanied by an adult if they:
 - a. Have a pool pass with their name and community legibly printed on it.
 - b. Have evidence that they have passed a swim test administered by a lifeguard.
 - c. Their parents have registered their name, address and telephone number with pool staff.

Children under 12 years of age must be accompanied by an adult in the pool area at all times.

4. Pets are not allowed within the pool area at any time.
5. Running on the deck, unnecessary roughness, horseplay, ball playing, spitting and other disturbances are prohibited. The privilege for children to attend the pool without an adult supervisor will be revoked after two episodes of unruly behavior, provided that proper notice is given to family, i.e., a phone call and or a note, after each episode.
6. No wheeled vehicles, roller blades or roller skates will be permitted in the pool area.
7. The area around the pool should be clear of any obstruction.
8. Attached US Coastguard approved floatation devices will be permitted on children if they are under the direct supervision of an adult, 18 years of age or older. The supervisor may be less than 18 years of age if they can produce an ALS Card at the pool. No more than two non-swimmers allowed in the pool per adult supervisor.
9. Lifeguards have the authority to control or forbid the use of facemasks, snorkels, swim fins, or other recreational devices and ball playing.
10. Parents must accompany and supervise children in the wading pool. Adults may only supervise two children, other than their own, in the wading pool.
11. Babies of diaper age must wear swim diapers or rubber pants.
12. Lap lanes are to be used by independent swimmers only.
13. There is no food permitted within 6 feet of the perimeter of the pools.
14. Toys are not permitted in the upper pool.
15. No smoking will be allowed in the Penbrooke Pool facility.
16. No glass bottles or containers will be allowed in the Penbrooke Pool facility.
17. No alcoholic beverages will be allowed in the Penbrooke Pool facility.