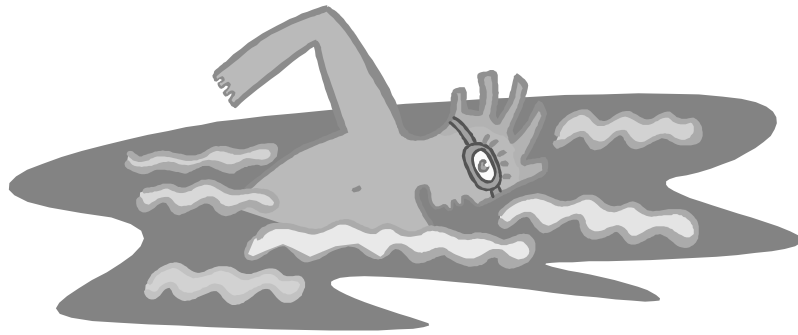


*Mirrormont Country Club*



2011

H A N D B O O K

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## **2011 BOARD OF TRUSTEES**

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>E-MAIL</u></b>
President	Erin Metcalf	erin_metcalf@hotmail.com
Vice President	Kyra Stewart	kyranan@hotmail.com
VP Membership	Angie Padilha	amylerpadilha@hotmail.com
Secretary	Stephanie Nored	psnored@comcast.net
Treasurer	Lynda Baker	scottlyndabaker@comcast.net
Pool Trustees	Ed & Kathleen Curdi	thecurdies@comcast.net
Pool Personnel	Lisa van Brero	vanbrero@comcast.net
Pool Operators	Lana Matson	lanaandbob@comcast.net
	Kyra Stewart	kyranan@hotmail.com
Rental Trustee	Amy Summers	amymsummers@gmail.com
Building Trustee	Bryan Rozewski	rozewski@comcast.net
Tennis Trustee	<i>vacant</i>	
Grounds Trustee	Cathy Morgan	cmorgan@comcast.net
Volunteer Coord. Trustee	Shannon Leonard	shanceleonard@gmail.com
Web Trustee	Cheryl Reilly	cherylreilly@hotmail.com
Housekeeping Trustee	Cathy Ross	cathross@aol.com

### **Mission Statement**

The Country Club Board of Trustees shall aim to optimize the use and access to the Club facilities for its members while maintaining financial, legal and organizational requirements. We strive to provide a safe and reliable facility for its member's social, athletic and civic activities.

Please feel free to contact any of the Board of Trustees at any time with your comments or concerns.

A suggestion box is located inside the clubhouse for comment and suggestions to be read during monthly Board of Trustee meetings.

### **2011 Board Meetings**

Board meetings are held the **second Tuesday** of each month, year round.

*Dates are subject to change.*

Any member who has a concern may contact a board member to bring an issue before the Board of Trustees. We ask that you provide five days notice so that we may schedule you or your concern into the agenda for the meeting. Meeting minutes are posted in a binder on the kitchen counter. If you would like an electronic copy of the minutes, please contact the Secretary.

## **DUES AND FEES SCHEDULE**

### **General Memberships**

**Dues:** \$700 per year – Payable in two installments. The billing dates are January 1<sup>st</sup> and July 1<sup>st</sup>.

**Maintenance Assessment:** \$100 is assessed in April. This assessment is waived for member volunteer commitment of six hours, or serving for a calendar year on the Board of Trustees.

### **Social Memberships**

**Dues:** \$200 per year – billed January 1.

### **Tennis Memberships**

**Dues:** \$100 per year – billed January 1.

### **Other Charges**

**Late Fees:** 10% of the outstanding balance if delinquent 30 days or more from the date of billing.

**Key Replacement:** \$10.00 per key

**Clubhouse Rental:** \$10.00 per hour\*  
*\*(See rental section for more information)*

Payments should be mailed to:

***Mirrmont Country Club  
P.O. Box 1758  
Issaquah, WA 98027***

To sign up for **electronic billing** or for all other billing inquiries, please contact the Treasurer.

## **SWIMMING POOL**

### **Dates and Hours of Operation**

*(These dates may be **subject to change.**)*

**May 28—June 17**

#### **Daily:**

9:00AM to 9:00PM General Swim

*(Limited use until noon during Classes.)*

***NO Lifeguard on duty***

**June 18—Aug. 28**

#### **Weekdays:**

8:00AM to 9:00 AM Lap Swim & Aerobics

9:00 AM to 12:00 PM Swim Lessons

12:00 PM to 10:00 PM General Swim

#### **Weekends:**

9:00 AM to 10:00 PM General Swim

***Lifeguard on duty Monday to Saturday: Noon—6:00pm***

**Aug. 29—Sept. 11**

#### **Daily:**

9:00AM to 9:00PM General Swim

***NO Lifeguard on duty***

*Note: Weather dependent, Pool MAY remain open through September.*

The pool will **not** be open for swimming **during pool maintenance**. Anyone wishing to swim before or after these posted hours of operation must make arrangements with the Pool Trustee in advance.

#### **Lifeguard Hours**

**The lifeguard is on duty Noon to 6:00PM, Monday thru Saturday, June 18th to August 29th.**

***(No lifeguard on Sundays.)***

## **SWIMMING POOL RULES**

1. No one under the age of 18 is allowed to swim alone.
2. No person with a communicable disease may use the pool.
3. No person under the influence of alcohol or drugs may use the pool.
4. All swimmers under 18 must have a current "Health and Emergency Notification" form on file. *(Including Guests)*.
5. All swimmers must shower before entering the pool per King County Board of Health. *(Soap and sunscreen residue left on the skin affects the chemical balance of the pool water)*.
6. Please sign in ALL Members and Guests in the registration book for each daily visit *(whether or not you swim)*.
7. Pool capacity is 40 swimmers. *(See bather load in "Large Groups" section.)*
8. The lifeguard is not responsible for supervision of the wading pool, playground equipment or clubhouse.
9. The lifeguard or any adult member has full authority to enforce pool rules and to evict any person who does not comply with them.
10. All patio lights and underwater pool lights must be on when swimming after dark.
11. Food and drink are not allowed while in the water.
12. Proper swim attire must be worn when in the water, no street clothing allowed.
13. Swimmers must avoid tracking sand or other debris into the pool.
14. During lifeguarded hours adult swim will be called for 10 minutes of each hour, or as designated at the lifeguard's discretion.
15. Pool deck furniture is not allowed in the pool, nor is any other non-aquatic equipment. Approved equipment such as rafts, kickboards, balls, & float aides are permitted, but may be removed at the discretion of the lifeguard or an adult member if being misused or if deemed unacceptable equipment for use in the pool.
16. The Pool Trustee Team reserves the right to close the pool as needed at any time, based on such issues as safety, inclement weather, etc., at their sole discretion.
17. Swimming is prohibited during the cleaning process of the automatic pool vacuuming system.
18. Pool is closed during pool maintenance.
19. Swimming is only allowed during posted 'General Swim' times. There is NO General Swim allowed during swim lessons.

## **SWIMMING POOL RULES, (con't)**

### **General Rules/Housekeeping:**

1. Adult supervision is required on playground equipment.
2. Glass containers are not allowed at any time on the pool deck.
3. Access to the carpeted area of the clubhouse is not allowed when wearing wet or dripping swimming attire. You must dry off before entering the kitchen. Use outside doors to access the bathrooms and the dressing rooms.
4. Each member is responsible for cleaning up after him or herself.
5. Place all garbage in proper receptacles. Bins for recyclables are available.
6. Take all personal belongings with you. The Club is not responsible for lost or stolen items.
7. Remember to leave the pool deck and furniture in a better condition than you found it!
8. Mirrormont Country Club is a non-smoking facility, including the entire property (clubhouse, tennis courts, parking area, etc.).
9. Pets are not allowed inside the clubhouse or pool enclosure.

### **Age Restrictions**

*For pool use, an adult is considered to be any Member 18 years or older.*

#### ***Swimmers under 18:***

1. All swimmers under 18 must have a signed health card-no exceptions, includes guests.
2. All minor children must pass a lifeguard approved swim test before being allowed to swim in the deep end of the pool, unless their parent or guardian is in the water with them.
3. No one under 16 may enter the pool unless accompanied by an adult member, or a lifeguard is on duty.
4. No guests allowed for 16-17 year olds when no lifeguard or parent is present.
5. NO ONE OVER 8 is allowed in the wading pool, including during adult swim time.

#### ***Children under 8:***

1. Children MUST be accompanied by, and are the responsibility of an adult/guardian at all times, with or without a lifeguard on duty.
2. The wading pool is not under lifeguard supervision. An adult must be supervising their child in the wading pool at all times.
3. Babies and toddlers must wear swim diapers at all times.
4. No swimmers having diarrhea within 24 hrs may swim.
5. The sandbox, playground and clubhouse are the sole responsibility of an adult/guardian.

### **When a lifeguard is NOT ON DUTY:**

1. No one under 16 may enter the pool unless accompanied by an adult Member. 16 -17 yr old Members may swim in groups of 2 or more, provided all have a written parental consent on file.
2. 16-17 year old members may not have guests under 18.
3. When the pool is used by children 15 years of age or under, a responsible adult, 18 years of age or older, shall accompany the children and be at the pool or pool deck at all times the children use the facility.

### **When a lifeguard IS ON DUTY:**

1. Member's children between the age of 8 and 17 may swim while under lifeguard supervision without an attending parent, provided they have a signed 2011 "Health and Emergency Notification" form on file with the lifeguard.
2. All minor children may be asked to pass a lifeguard approved swim test before being allowed to swim in the pool unattended by an accompanying adult.
3. Member's children may bring guests aged 8 to 17 according to the "Guests" section as long as a supervising adult is in the neighborhood, minor guest passes the lifeguard approved swim test, and a signed 2011 "Health and Emergency Notification" form is on file with the lifeguard.
4. Children under 8 years of age must always be accompanied by an adult and are the responsibility of the accompanying adult – not the responsibility of the lifeguard on duty.

### **Guests**

1. Member families are permitted 15 individual guest visits per calendar month. **The sponsoring Member must accompany all guests.**
2. Guests are not permitted to sponsor other guests.
3. Members are responsible for informing their guests of Club rules.
4. Member's children may bring guests aged 8 to 17 as long as a supervising adult is in the neighborhood, minor guest passes the lifeguard approved swim test, and a signed 2011 "Health and Emergency Notification" form is on file with the lifeguard.

### **Wading Pool**

1. **The wading pool is not under lifeguard supervision.**
2. The wading pool is for children aged 8 and under ONLY.

## **SWIMMING POOL RULES, (con't)**

3. Wading pool capacity is 8 waders.
4. **An adult must be supervising their child in the wading pool at all times.**
5. Children 8 and up may not use the wading pool during "adult swim / all kids out of the pool time".
6. Babies and toddlers must wear swim diapers.
7. Food and drink are not allowed while in the wading pool.

### **Pool and Pool Deck Conduct**

1. **No diving in shallow water.** Diving only allowed in deep end of pool, beyond the blue deep end indicator line on pool floor. If uncertain, always check with Lifeguard on duty for clarification.
2. Running, fighting or dunking others is prohibited.
3. Pushing or shoving anyone into the pool is prohibited.
4. Profane language is prohibited.

### **Security**

1. The pool gate must be kept closed and locked at all times. The gate may NOT be propped open.
2. **Those who are last to leave the pool are responsible for ensuring that all toys are removed from the pool and the clubhouse doors are locked.**
3. The pool entry gate must be locked with a padlock to prevent unauthorized entry after 10:00PM.
4. Inside and outside security cameras may be operational at all times.

### **Safety**

1. **Call 911 in an emergency.** A hanging phone is located on the outside wall of the building, to the left of the storeroom door. Another phone is located in the kitchen on the wall next to the interior entrance of the storeroom door.
2. A life ring and rescue pole is located on the back wall of the clubhouse above the pump room door.
3. A first aid kit is located on the kitchen counter under the wall phone.
4. A fire extinguisher is located in the kitchen to the left of the interior storeroom door.

### **Large Groups Using The Pool**

1. It is respectfully requested that if you have a large gathering poolside that you utilize the grass area. Feel free to bring plastic banquet tables from the activity room out on the lawn (provided a rental does not need them.) This will help alleviate overcrowding of the pool deck.
2. Bather load – When the **Club's lifeguard is not on duty** it is all members' responsibility to help monitor the bather load. If you see the number of swimmers exceeding 25 please contact the pool operator so that she can adjust the chemical balance of our pool.

### **About our Saline Chlorination Pool System**

Our pool water is kept clean by a highly effective filtration system that converts mild saline pool water into chlorine. The saline water is electrolyzed as it passes through the system and produces liquid chlorine in a usable form which purifies and sterilizes the water. The system drastically reduces the need for expensive chemicals and the hazards of their storage. The sanitizing of swimming pool water by saltwater chlorination *is the* most effective and most environmentally friendly method of all. And we are proud of it!

### **2011 Pool Trustee Contact List**

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>PHONE</u></b>	<b><u>E-MAIL</u></b>
Pool Operators	Lana Matson	391-0417	lanaandbob@comcast.net
	Kyra Stewart	837-8727	kyranan@hotmail.com
Pool Personnel	Lisa van Brero	557-8512	vanbrero@comcast.net
Pool Trustees	Ed & Kathleen Curdi	557-9548	thecurdies@comcast.net

## **RENTAL POLICY**

### **Fee Schedule**

\$10.00 per hour for Exclusive Use of Activity Room.

Additional \$5.00 per hour to add Exclusive use of one Tennis Court to the rental of the Activity Room.

*\$50.00 per day flat rate* for any rental that includes the use of the pool (after 6:00PM only). This is NOT exclusive pool use.

### **General**

1. Rental of the Club entitles the renter to exclusive use of *only the activity room* for a period of time specified in a signed rental contract. The grounds, entry hall, kitchen, restrooms, showers, pool, playground and tennis court are available to all Members at all times.
2. Pool use may be added to the rental agreement but is restricted to use after 6:00PM. **It is required that a lifeguard be hired for parties that have children under the age of 18 years old in attendance.** Lifeguards hired must be on record with updated certificates, deep-water training and have all certificates ON FILE with the clubhouse. **Please contact the Assistant Pool Trustee for a list of certified lifeguards.**
3. The fees charged are a premium to offset the reduced availability to other Members and assure the private use of the activity room for a specific date and time. Time used is calculated by rounding up to the nearest hour.
4. The Board of Trustees must approve any rentals exceeding the maximum activity room capacity of 75 persons in advance. Also, the Board must approve any rentals that include the use of the pool and exceed 50 persons in number, in advance of the rental.
5. The Club may not be used for commercial purposes, except by approval of the Board of Trustees.
6. Only adult Members (18 or older) may rent the Club. ***The Member renting the Club must be personally present at all times during the rental period.***
7. The Mirrormont Country Club and grounds are a non-smoking property.

### **Scheduling**

1. Use of the Club or its furnishings must be scheduled in advance with the Rental Trustee. Two weeks advance payment of the security deposit and rental fee (two separate checks) is required to guarantee your reservation. A signed rental agreement must accompany your payment.
2. Club business has priority over other uses and is not charged rental.
3. **The renting Member must insure adequate supervision for the function and clean the facility after use.** A copy of the rental-cleaning checklist will accompany the rental agreement prior to use. Any cleaning or security fees in excess of the deposit amount shall be attached to the renting Member's billing statement.
4. Alcohol must not be left unattended on the premises under any circumstances.

***Failure to adhere to the Rental Policy shall result in review by the Board of Trustees and the Member may be subject to loss of rental privileges.***

***IN ORDER TO ENSURE EVERYONE'S SAFETY  
AND ENJOYMENT, PLEASE  
DISCUSS ALL RULES WITH YOUR  
CHILDREN AND GUESTS.***

## **CLUBHOUSE RULES**

1. The use of the Club is solely for Members and their guests. Social Memberships have full access to the facilities but are limited to 5 swimming pool visits per calendar year. Tennis Memberships are limited to access to the courts only and do not have access or use of the clubhouse, pool or playground.
2. Alcohol must not be left unattended on the premises under any circumstances.
3. Mirrormont Country Club and grounds are a non-smoking property.
4. **Pets are not allowed inside the clubhouse or pool enclosure.**
5. Members may use the clubhouse without a rental fee providing you have checked that the room is available with the Rental Trustee. Exclusive use of the activity room requires a rental fee and advanced booking.
6. The facility has a housekeeper. *However each member is responsible for cleaning up after him or herself. It is every member's responsibility to maintain the appearance of the Club. Remember to clean up after yourself and your guests. Leave the Club better than when you came.*
7. The Club provides the BBQ Grill. If the gas runs out another full tank is in the garden shed. If you switch the tanks you must notify the Building Trustee immediately.
8. Those who are last to leave the clubhouse are responsible for ensuring that all the clubhouse doors are locked and the **alarm is set**. (The alarm is not set during summer pool hours of operation.) All windows and interior doors must be closed or the alarm will sound (3 o'clock position of the key arms the system.)

## **TENNIS RULES**

1. Appropriate TENNIS SHOES only!
2. **Absolutely no skateboards, bikes, roller blades or skates.**  
Violators may be subject to fine for damages.
3. Observe proper Tennis etiquette at all times.
4. Absolutely no bouncing on net or hitting rackets on court surface.
5. No Baseball, Basketball, or Lacrosse allowed on court surface.
6. Playtime is allocated on a first come first serve basis except for functions organized by MCC Board or rentals.
7. Adults have bumping rights over children after 5:00PM.
8. Members may bring guests under the same rules that apply to pool.
9. **No pets allowed at any time inside the fence.**

## **SOCIAL MEMBERSHIP RULES**

1. Social Members have the same *building use* privileges as General Members.
2. Social Members have the same *tennis facility use* privileges as General Members.
3. **Social Membership *pool use* is limited to 5 days per year.**