

you will need to pay your back dues in order for title of your home to be transferred. Therefore, to avoid costly delays, and the costs associated with collections, we recommend you contact the business office and settle your account.

Subleasing: Membership in the Association is determined by home ownership, and not a personal right or privilege that can be transferred unilaterally by a member. Any sublease arrangement amounts to a license for the sub lessee to use the pool for that season. In order to limit and to manage who is actually using the pool, we have implemented a sublease policy. Sublease forms are available on our website or call the business office if you don't have web access. You can get the waiting list of people wishing to sublease on our website or contact the pool administrator who will assist you in finding a sublesor. There is a \$50 sublease administrative fee in addition to the dues. All fees are usually paid by the lessee, but the Member is ultimately responsible for the dues reaching the business office. Sub lessee members will receive their own set of unique member cards and the homeowner card is turned off upon subleasing. There is also a form on our web site if a member wants the business office to assist with the sublease process. Please read all instructions carefully.

Tennis Court: Your membership to the pool also includes your right to use the tennis court. A new lock will be installed this year with a keypad to access the tennis courts with the same number used to access the pool. This facility is well maintained and an asset to the neighborhood. Please notify your family members that under no circumstances do we allow roller blades or anything other than tennis in the tennis court area.

Vandalism: In previous years, the Association has incurred several thousands of dollars in damage to the pool and structure due to vandalism. Please keep in mind that we members / homeowners must pay for repairs. It is important to remind all family members of the pool rules and hours of operation. No one is allowed to use the pool after-hours for his or her safety and for the prevention of costly damage to pool property. We do ask for the cooperation of all members to report any suspicious activity to the Woodbury police department. Your name will be kept confidential.

Pool Use: Please remember the primary role of the lifeguards is to watch the pool. It is not the job of the lifeguard staff to babysit children using the pool or to clean up after guests. Our pool is an association of members thus it is the responsibility of all of us to clean our lounge areas before leaving the pool for the day. This ensures a pleasant experience for the next member. Please see the pool rules for guest privileges and restrictions.

Pool Closings: Posted on the pool phone at 730-1098, possibly posted on the white board at the front gate, and *may* be on our website.

Website: www.colbylakepool.com We are constantly changing and improving this tool for our members. The website is a good resource for basic information regarding the Association. We hope you continue to use it throughout the year. Please visit the website and fill out our contact information form. We will use this information to update our records so that we can better communicate with our members and to save money on postage when sending out information. At no time will your information be shared outside of our Association. Forms are available on the website and member dues can be paid online via Pay Pal.

Pool Rules, Swim Lesson Schedules and Sublease Forms: In order to save printing and postage we are making these available on our website to view only or to print out at your convenience. If you do not have this capability please call the office and we can fax or mail a copy to you. Copies will also be available at the pool in the spring.

Off limit areas: *Absolutely no one* other than Board Members or Pool Staff is allowed in the Pool Office or the Pool Maintenance room. This is both for the safety of our members and the protection of equipment in these areas. Please instruct your family members of this rule. It is a common problem throughout the season. This year, we will notify you if these areas are being violated. We thank you for your understanding of this rule.

Summary: We recognize each year brings a few changes to the association. Every year we welcome new faces to our membership, and to our staff. The Colby Lake Swim and Tennis Association Board is made up of members who volunteer their time and is dedicated to providing a safe, clean and quality swimming pool and tennis facility for the enjoyment of its members. We believe this facility is an asset to your property and look forward to another enjoyable season. Again, we welcome your input and feedback, and we hope to see you at our Annual Meeting of members, on Thursday, **May 14th, 2009 from 7:00-8:30 p.m. at Central Park in Woodbury, Valley Creek Room A, in the lower level.**



Colby Lake Swim & Tennis Association
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Welcome to another swim season of the Colby Lake Pool and Tennis Association! We hope you and your family were able to use and enjoy the pool last year, and look forward to this year.

This letter serves as our official announcement and your invitation to our annual meeting on Thursday, **May 14th, 2009 from 7:00 - 8:30 p.m. at Central Park in Woodbury, Valley Creek Room A, in the lower level.** At that time, we will offer a full report of pool operations and financial status. This year we will have 3 seats open on the Board of Directors. We welcome all parties interested in serving on the board to attend the annual meeting.

Your membership is a permanent part of the covenants that are recorded with deed and was assigned at the time your house was built. It is not a membership that you can take with you if you sell your home, nor is it one you may choose to drop out of. You may choose to not use the facilities with your membership or sublease your membership but it is still your responsibility to pay the annual dues. Sublease forms are available on the Website. If you don't have web access, contact our business office for help obtaining a form.

Below is a summary and update of information regarding the pool and the Association. It is not intended to be a substitute for our annual meeting. Pool rules, Sublease Forms and Swim Lesson schedules along with more detailed information are available on our website. You can call the pool business office *if you do not have web site access.*

Dues and Fees: Because of operating efficiencies put in place in the last few years, the Board has been able to maintain the annual dues at \$160 for the 5th year in a row.

Membership Cards: Each member will be issued 2 member cards with a current year's ID sticker. These cards are permanent and do not get replaced every year. Current stickers will be issued without cards to those who already have cards. Our lifeguards are instructed to verify your membership. Please be prepared to show your card, as well as a picture ID with matching address *each time* you enter the pool to a Lifeguard on duty. Everyone 14 and over will be required to have a picture ID. Younger children can use a copy of their parent's ID or a school id. See full letter on the Website for details.

We have a procedure in place for card checking and those without cards may be asked to leave and contact the business office. *The tennis court will still be accessed with your current key.* Visit our website for up to date information.

Update on pool renovations: Our renovations planned under Phase 2 were completed last year. In addition, the drains in our pools were among the first in the state to be compliant with all new safety regulations required as of 12/31/2008. Our refinished pools should serve our association well for years to come. Hopefully all can appreciate the new look of our Pools and Tennis Court. Only a few lighting and security related items are to be completed this spring in addition to normal maintenance..

Swim lessons: A form for on-line enrollment and payment will be posted on the website starting April 1st. Member accounts must be paid up/current to sign up for swim lessons and payment must be made online at the time of the request. Or you may sign up in-person at the pool on May 23rd between 10-11 am and also during break time. Visit our website for sign-up information and schedules. We offer multiple levels taught by our certified lifeguards and we follow the Red Cross curriculum but are not going to have Red Cross certification this season. This is a cost effective measure and we are following the same guidelines as the school district does. The cost of lessons remains at \$30.00 per student, per session. Sublease member will pay the same amount as members. Non-Members will pay a higher fee (all fees of \$50.00). Email questions to swimlessons@colbylakepool.com or call the business office.

Budget: Our entire pool association funding comes from membership dues. Non-payment of dues by any member increases the obligations of the remaining members and is unfair. **Any household that is in arrears will have their account turned over to an agency for collections.** If you are thinking of selling your home and have not paid your dues,