

Holleybrooke Homeowners' Association, Inc.
c/o Signature Property Management
5311 Lakeside Ave.
Richmond, VA 23228
804-746-7466

May 1, 2021

To Whom It May Concern:

The 2021 Pool Season is just around the corner. Currently, we request that all Property Managers who own or manage rental property in the Holleybrooke/Cobblestone Subdivision complete and sign the following information and return it as soon as possible. This information must show the names of all "legal tenants" (including children) living at the property.

- **Prior to issuing the pool passes to tenants, HHOA must have on file this signed information sheet, verifying that they are the "legal" fulltime residents of the property mentioned.**
- **If there are any violations against your property, your tenants will not be able to receive pool passes.**
- **Any false information on these forms will constitute the pool passes to be revoked.**

Please forward the required documentation identifying the legal tenants to the address shown above as soon as possible.

Thank you for your cooperation. If you have any questions, please call the number listed above and leave your name and phone number.

If you wish to receive future correspondence via email instead of paper, please provide your email below.

Property address: _____

Owner's Name: _____ Phone _____

Owner's address _____

EMAIL: _____ Preferred method: Yes or No

Legal tenants residing at above property (including children)

_____	AGE (if under 18)	_____
_____	AGE (if under 18)	_____
_____	AGE (if under 18)	_____
_____	AGE (if under 18)	_____
_____	AGE (if under 18)	_____
_____	AGE (if under 18)	_____
_____	AGE (if under 18)	_____

I verify that the above information is true.

Signed _____ Print Name _____

Title _____

Sincerely,

Holleybrooke Homeowners' Association
c/o Signature Property Management